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SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

Notification No. 1433

No. SIU/ U-28/ 1806 **Dated: 20th April, 2024**

Ref: Notification No. SIU/ U-28/945 dated 2nd June, 2020

Subject: Revised Library Manual of the Symbiosis International (Deemed University)
(Version II)

WHEREAS, the University had notified the Library Manual vide the Notification No. SIU/ U-28/945 dated 2nd June, 2020.

2] **AND WHEREAS,** the Board of Management vide Resolution No. A5: BoM: 31.01.2024 has approved to the revised version II of the Library Manual of Symbiosis International (Deemed University).

3] **NOW THEREFORE,** it is hereby informed to all concerned that the revised Library Manual (Version II) of Symbiosis International (Deemed University) is notified as **Annexure 'A'** and will be effective from the date of publication this notification.

Authority: Resolution No. A5: BoM: 31.01.2024

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Dr. M. S. Shejul
Registrar

Dated: 20th April, 2024

Copy for information to: The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost- FoMHS, Principal Director- Symbiosis, Dean-Academics and Administration, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

Annexure 'A'

Key Information	
Title	Library Manual
Library Manual	Librarian, SIU
Responsible Department	Library
Approved by	Board of Management, Resolution No. A5: BoM: 31.01.2024
Effective date	20th April, 2024
Version number	Version II
Frequency of review	Three (3) years



Symbiosis International (Deemed University) Pune

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LIBRARY MANUAL (Version II)

Library (Knowledge Resource Centre)

The Libraries of the University and Constituents are the Knowledge Resource Centres of University Education. It plays pivotal role in dissemination of knowledge. Use of ICT has become an essential part in the functioning of a library. The role of a librarian is not limited to the post of custodian only and is expected to provide information regarding available resources as per requirements of users. Adequate infrastructure and resources play a big role in the growth and development of the University Education.

Following rules and guidelines are prescribed for various functions of the library:

1| Library Personnel

1.1 University Library Organogram-

Vice Chancellor
↓
University Librarian
↓
Deputy Librarian
↓
Assistant Librarian
↓
Library In-Charge(s) (Acquisition, Periodical, Circulation, IT)
↓
Assistant Library In-Charge(s) (Acquisition, Periodical, Circulation, IT)
↓
Library Assistant
↓
Library/Office Attendant

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1.2 Constituent Library Organogram

Director of the Constituent
↓
Librarian In-Charge
↓
Library Assistant
↓
Library/Office Attendant
↓
Library/office Attendant

2| The Library Committees

There shall be a **Library Committee** at University level and there shall be a Library Committee **at the level of each Constituent**. The University Library Committee shall guide the Library Committees at the Constituent level with respect to proper functioning.

2.1| The Composition of the University Library Committee shall be as follows:

i)	Vice Chancellor	- Chairperson
ii)	Dean Academics and Administration	- Member
iii)	Three Deans of the faculties, nominated by the Vice Chancellor	- Members
iv)	Three Directors of the Constituent nominated by the Vice Chancellor	- Members
v)	Three teachers (Professor/ Associate Professor) of Constituent nominated by the Vice Chancellor	- Members
vi)	Two external experts in the field of library science nominated by the Vice Chancellor	- Members
vii)	Registrar	- Member
viii)	Two Student representatives nominated by the Vice Chancellor	- Members
ix)	University Librarian	- Member Secretary

Term: The term of all members of the Committee other than the ex-officio members shall be for three (3) years or till such time the person nominated holds his/ her position by virtue of which he/ she became member of the Library Committee, whichever is earlier and that of student member shall be for two (2) years or till he/ she ceases to be a student, whichever is earlier.

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2.1.1] Cessation of Membership: A member who does not attend three consecutive meetings, without seeking leave of absence, shall cease to be a member of the Committee.

2.1.2] Filling of Vacancies: The nominating authority shall fill up the vacancy arising due to any reason, only for the remaining period.

2.1.3] Functions of the University Library Committee

The committee shall have the following functions:

i. to provide guidelines and instructions for:
   a) proper functioning of the library
   b) documentation services
   c) updating the stocks
   d) fulfilling the needs of the users and any other concerned matters
   e) any other matter related to working of library
ii. to prepare the annual budget of the library;
iii. to make proposals for the development of library;
iv. to propose list of vendors and discounted rates to the Purchase Committee
v. to provide the plans for modernization and improvement of library and documentation services;
vi. to recommend to the Board of Management, the fees and other charges for use of Library services by student(s) and other users;
vii. to prepare and submit the annual report on the functioning of the library to the Board of Management, at the end of every Academic Year.

2.1.4] Procedure for the Meetings

i. Meetings:

The University Library Committee shall meet at least twice in a year and at other times as may be determined by the University Librarian in consultation with the Chairperson.

ii. Notice and Agenda of the Meeting

a) The meeting of University Library Committee shall be called by the Member Secretary in consultation with the chairperson, by giving a notice of minimum fifteen (15) days.

b) The Member Secretary shall send the Agenda of the meeting to all the members at least seven clear (7) days prior to the date of the meeting.

iii. Presiding over the Meeting

The Chairperson shall preside over the meetings of the University Library Committee. In the absence of the Chairperson, the Dean- Academics and Administration shall preside over the meeting, and in the absence of both, the senior most Dean amongst the three Deans shall preside over the meeting.

iv. Quorum

The quorum for the meeting shall be of 2/3rd of the total members, fraction to be neglected. If there is no quorum, the meeting shall be adjourned for half an hour on the same day and no quorum shall be required for such adjourned meeting.

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v. **Decisions**

All items, questions, matters or proposals on the agenda shall be decided by consensus. In exceptional circumstances and if need arises, the decision on any item will be taken by a majority of votes of the members present. In case of equality of votes, the Chairperson shall have a casting vote.

vi. **Sub Committees**

The University Library Committee may form/ appoint sub-committee(s) for considering any matter of specialized nature as may be decided by the Committee. The Sub-committee(s) shall submit the report to the University Library Committee within the specific time period. The University Library Committee shall accept/ reject/ partially accept the report and make the resolution accordingly.

vii. **Meeting by Circulation**

Any business necessary for the University Library Committee to perform, may be carried out by circulation among its members and any resolution so circulated and approved by a simple majority shall be effective and binding as if such resolution had been passed in the meeting of the University Library Committee.

viii. **Minutes**

The Member Secretary shall keep and circulate the minutes of the meetings of the University Library Committee, signed by the Chairperson, within two weeks from the date of the conclusion of the meeting.

2.2] The composition of the Library Committee at the Constituent shall be as follows:

i.	Director/ Head of the Constituent	- Chairperson
ii.	Deputy Director of the Constituent	- Member
iii.	Faculty Library in-Charge	- Member
iv.	Three faculty members nominated by the Director/ Head of the Constituent	- Members
v.	Administrative Officer/ Assistant Administrative Officer/ Office Superintendent of the Constituent	- Member
vi.	Two Student Representatives nominated by the Director/ Head of the Constituent /	- Members
vii.	Library in-Charge of the Constituent	- Member Secretary

University Librarian/ Deputy Librarian/ The representative nominated by the University Librarian/ Deputy Librarian shall be the invitee.

2.2.1] Presiding over the Meeting

The Chairperson shall preside over the meetings of the library committee at Constituent level. In the absence of the Chairperson, the Deputy Director Constituent shall preside over the meeting, in the absence of both, the Faculty Library In charge shall preside over the meeting.

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2.2.2] Procedure for the Meetings

The entire procedure prescribed for the University library committee shall be applicable to Constituent level Library Committees also except for the provision for presiding over the meeting.

Note:-

The Director/ Head of the Constituent shall nominate a faculty library in-charge in consultation with the Library In-charge for a period of Three (3) years. The faculty library in-charge nominated shall not be eligible for second consecutive term.

Faculty Library In-charge shall act as a mediator between the faculty, students, other users of library. The decisions regarding the selection of books, subscription/renewal of journals, periodicals, electronic resources and any other requirements of the users of the library shall be taken by the library in-charge, in consultation with faculty library in-charge, and shall be forwarded to the Director/ Head of the Constituent for approval.

The Library In-charge shall report to the Director/ Head of the Constituent and discharge his/ her duties as per the directives of the Director/ Head of the Constituent.

3] Library Budget

3.1] University Library

The University Librarian, in consultation with the Dean-Academics and Administration and Vice Chancellor, shall prepare the budget of the library for the commencing financial year before the end of the current financial year and place it before the University Library Committee. The University Library Committee shall pass the resolution on the budget in the form of recommendations to the Finance Committee as a part of the overall budget of Symbiosis International (Deemed University) and the Finance Committee shall recommend it to the Board of Management. The Registrar shall place the same before the Board of Management, through the Finance Committee, for final approval.

3.2] Constituent Library

The Library In-Charge and faculty Library In-Charge, in consultation with the Director/ Head of the Constituent, shall prepare the annual budget of the library for the commencing Financial Year before the end of the current financial Year, for placing it before the Constituent Library Committee. The Constituent Library Committee shall recommend the library budget to the University Library who will place before the University Library Committee. The Finance Officer shall forward the same, to the Board of Management through the finance committee, for final approval.

3.3] Aspects to be considered while preparing the budget:

The following aspects shall be broadly taken into consideration while preparing the budget:

(i) The requirement of additional books, Journals/ periodicals (Renewal and new subscriptions)
(ii) Online Archival and Bibliographical Series including e-books (Renewal and new resources)
(iii) Expenditure for attending workshop/ seminars/ conference/ training programs/ refresher course etc. by the library staff. (Under University level budget only)
(iv) Binding and other maintenance expenses

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(v) The requirement of book bank and Book Hamper - amount to be spent on purchase of books for book bank may be limited to a maximum of 1% of fees per student per annum multiplied by the number of students and the amount to be spent on purchase of books for book hamper may be limited to a maximum of 0.5% of fees per student per annum multiplied by the number of students.

(vi) Any other expenses

3.4] Process after the approval of Library Budget

The Finance Officer shall communicate the budgets approved by the Board of Management to the University Library and the Libraries at Constituents.

The University Librarian shall decide the priorities of the expenditure within the approved budget, in consultation with Dean- Academics and Administration, and with the final approval of the Vice Chancellor.

The Library In-charge at the level of Constituent shall decide the priorities of the expenditure within the approved budget, in consultation with faculty library in-charge, and with the final approval of the Director/ Head of the Constituent.

3.4.1] Periodic Review of the sanctioned budget

The Librarian/ Library In-charge shall:

i. Take periodic review of the amount spent/ utilised for various types of purchases within the limit of sanctioned budget and he/ she shall plan properly for the unutilised amount of the budget.
ii. Prepare six monthly report of the utilisation of the sanctioned budget and submit it to the library committee. He/ She shall remind the concerned persons regarding proper utilisation of unutilised part of budget within the specific period.

3.4.2] Utilisation of unutilised amount of budget

In case of unutilised part of budget for under one head, the University Librarian/ Library In charge may propose to utilise it under another head, with proper justification, three months before the end of the financial year. He/ She shall put such proposal to the Vice Chancellor of the University / Director /Head of the Constituent as the case may be, for approval and proceed as per the directives. He/ She shall prepare a separate report and submit it to the Library Committee.

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4] Annual Reports

4.1] University Library

The University Librarian shall prepare the annual report on the functioning of the library at the end of every academic year and shall submit it to the Vice Chancellor, through the Dean Academics and Administration, for approval. The report reviewed by the Vice Chancellor shall be placed before the University Library Committee for final approval.

Note- The Annual Report of the functioning of the library shall be submitted in the format Annexure to the Rules.

4.2] Constituent Library

The Faculty Library In-charge and Library In-charge shall prepare the annual report on the functioning of the library at the end of every Academic Year and shall submit it to the Director/ Head of the Constituent for approval. The report reviewed by the Director/ Head of the Constituent Institute shall be placed before the Constituent Library Committee for final approval.

The Library In-charge shall submit a copy of the annual report, approved by the library committee, to the University librarian, for information.

Note- The Annual Report of the functioning of the library shall be submitted in the format Annexure to the rules. **(Annexure Format - 1)**

5] Collection Development of Learning Resources - Print Collection/ Book(S) /CDs/DVDs

The Library-In-Charge at the Constituent level shall follow the Guidelines regarding the collection development of learning resources informed by the Librarian of the University Library on the following aspects:

- Strengthening the existing collection of the library
- Shift towards e-resources
- Acquisition section
- Policy regarding the purchase of best reading material for large number of users

5.1] Policy for purchase of Print collection/ Book(s) / CDs/DVDs

A. The policy to be executed for the procurement of Print collection, CDs, DVDs etc. shall be as follows:

a) Print books:

(i) When the recommended book is available in digital form in open access or under SIU procured resources the library will not acquire the print copy. The library shall provide the link to the digital copy through its OPAC. In case the user insists to have print then he/ she shall make the request for the same with thorough justification.

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(ii) for the purchase of printed books, priority shall be given to the Indian editions and Paperback/ library edition.

(iii) In case the amount of suggested book(s) exceeds Rupees Ten Thousand (Rs. 10,000/-) after deducting the discount, the University Librarian / Library In-charge shall give written justification for the same with the approval of the concerned Director/ Head.

(iv) Books and other reading materials will be preferably procured mostly on the recommendations of faculty members and the Librarian

(v) Students/ Research Scholars may also recommend the books for procurement provided their recommendations are endorsed by their Faculty advisor/ Head.

(vi) The requirements of the members of the staff will have to be forwarded through the Director/ Head of the Constituent / Support Department / Administrative Officer to the Librarian

(vii) Central Purchase Requirement (CPR)/ Local Purchase Requirement (LPR) will be generated by the University Librarian/ Library In-charge.

(viii) Purchase orders shall be placed as per the procedure following the terms and conditions in that behalf.

b) Faculty Publication

The University library and the concerned Constituent Library shall preserve two (2) copies, of each title authored/ edited by the faculty/ staff and also that of any other documents containing contribution of the faculty/ staff, following due procedure.

c) Purchases under special circumstances:

(i) Direct purchase of print books by Faculty/ Staff/ Research Scholar

Faculty/ Staff/ Research Scholar can directly purchase book(s) for library during their tours, if he/ she feels it necessary and urgent. He/ She may claim for reimbursement through library.

The Guidelines and Procedure for such purchase shall be as follows:

i) The book(s) should not be available in the library
ii) The efforts should be made to get maximum discount
iii) The price of the book(s) should not exceed Rs.5000/- deducting the amount of discount, if any.
iv) The purchase of book should be approved by the Director/ Head of the Constituent research supervisor in case of the research scholar
v) Book should be latest edition and in good condition
vi) Price printed on the book should not exceed the publishers' list price
vii) Invoice should be in the name of the Constituent
viii) Exchange rate should be as per Good Offices Committee (GOC) Rates
ix) The book should be deposited in the library within fifteen (15) days from the date of billing.

(ii) Online procurement/ purchasing of books

i) The members of teaching Faculty and the research scholars of Hill Top Lavale Campus of SIU, may proceed for online purchasing of books in consultation with the University librarian and with prior approval of the Director/ Head of the respective Constituent.

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ii) The teaching Faculty and the research scholars of the Constituent, other than those Hill Top Lavale Campus of SIU, may proceed for online purchasing of books in consultation with the respective library in-charge and with prior approval of the respective Director/ Head of the Constituent.
iii) The members of the staff of SIU other than the above two categories may also proceed for online purchase of books in consultation with the University librarian and with prior approval of Registrar.
iv) The University Librarian/ Library In-charge at Constituent level himself/ herself also may proceed for online purchasing of books with prior approval of the Registrar/ Director/ Head of the respective Constituent.
v) The member of the staff shall deposit the online purchased book(s) with the concerned library along with the bill/ receipt for the accession process within four (4) days from the receipt of the book(s).
vi) The University Librarian/ Library In-charge shall complete the accession process and forward the bill for reimbursement to Registrar/ Directors/ Heads of the Constituent within seven (7) days from the receipt of the bill.

B. Payment and Reimbursement

A member of the staff of the University may proceed for online purchase using his/ her own credit/ debit card or in cash on delivery **following above procedure for the online procurement/ purchasing of the book(s)**. The Registrar/ Directors/ Heads of the Constituent shall direct the concerned finance to reimburse the amount to the concerned member of staff within seven (7) days from the receipt of the recommendation of the University librarian/ library in-charge.

Note: - The entire procedure prescribed for the purchase of book(s) shall be applicable for the procurement/ purchase of print collection/ CDs/ DVDs.

5.2] Terms and Conditions for Vendors for the purchase of print collection/ book(s)/ CDs/ DVDs

The print collection/ book(s)/ CDs/ DVDs etc. for library shall be purchased from the approved vendors.

The University Librarian/ Library In-Charge at the level of Constituent shall receive the requirements of the users duly approved by the Director/ Head of the respective Constituent, prepare Central Purchase Requirement (CPR)/ Local Purchase Requirement (LPR) and shall forward it to the respective account officer/ Finance Officer for approval within the budgetary provisions and for further process of purchasing.

While placing the order with the vendor, the University Librarian/ Library In-Charge shall consider the following:

i. Current catalogue price rate;
ii. Discount rate;
iii. Various certificates along with bills regarding latest edition, publishers latest catalogue etc.
iv. Current Price proof
v. Validity period for the order

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vi. Advance payment, if any;
vii. Foreign exchange rates to be charged in case of the purchase in foreign currency

Note: In the case of purchase in foreign currency, foreign exchange rates shall be charged according to Goods Offices Committee (GOC) rates applicable on the date.



5.3] Procedure for selection of book(s)/ print collections/ CDs/DVDs

Step 1: Collection Building/ Development

i. The selection of book(s)/ print collections/ CDs/ DVDs can be done from any one or all of the following sources:

   a) Reviews published in different newspapers, magazines, websites etc.
   b) Bestseller's lists published in various materials
   c) From book displays/Book fair/Book exhibition organized by the approved vendors of SIU.

ii. Member of Teaching and Non-Teaching staff / Research Scholar/ Students may recommend to the University Librarian/ Library In-charge to procure/ purchase the book(s). The University Librarian/ Library In-charge also may select the book(s) form the above sources with the permission of Vice Chancellor /Director/ Head of the Constituent.

Step 2: Selection

i. The University Librarian/ Library In-Charge shall ensure that the recommended book is not available or available in insufficient number in print book collection/ E-resources subscribed by University Library and Constituents/ open access resources to avoid the duplication.

ii. If the recommended book is available in digital/ electronic form in open access or under SIU procured/ subscribed or institutionally procured/ subscribed resources, then the library shall not select the print copy. It shall provide the link of the digital copy through KOHA OPAC. In case the recommending person insists on selecting a print copy despite of its availability in digital/ electronic form, he/ she shall have to give proper justification.

5.4] Acquisition of book(s)/ print collections/ CDs/DVDs

Step 1: Approval

i. The University Librarian/ Library In-Charge shall finalise the list detailing Title, Author, Publication, Price, quantity, name of the member of the staff/ student recommending the title of the book(s). He/ She shall confirm the non-availability/ availability in sufficient numbers to the library and he/ she shall place it before the Vice Chancellor / Director/ Head of the Constituent for approval for purchasing.

ii. The University Librarian/ Library In-Charge shall return the duplicate selections to the vendor/ publisher, if the book(s) are selected from the book display or book fair.

Step 2: Generating Central Purchase Requisition (CPR) / Local Purchase Requisition (LPR)

The University Librarian/ Library In-Charge shall generate the CPR/ LPR, after the approval from Director/ Head of the Constituent and he/ she shall process it as per SIU Purchase Rules.

The purchase department shall place the order to the approved vendor with a copy of the same to the University Librarian/ Library In-Charge.

In case of books selected from the book display (by vendor) the minimum discount should be 30%.

In case of books selection from Book Fairs or Exhibition (by publisher) the discount might be less than 30% then the librarian should call a minimum of three quotations from vendor.

Step 3: Receiving the Purchase Order and Invoice

The vendor shall supply the book(s) as per the terms and conditions mentioned in the purchase order. The University Librarian/ Library In-charge shall receive the book(s) from the vendor. He/ She shall ensure that the book(s) received is/ are as per the specifications mentioned in the order.

Step 4: Accessioning and Invoice Processing

The University Librarian/ Library In-Charge shall verify the price on the book(s) with the invoice/ bill submitted by the vendor. He/ She shall verify the price referring the price list given by the supplier/ Publisher catalogue/ Publisher's Website, in case of the books on which the price is not mentioned the vendor shall submit the price proof to the University Librarian/Library In-Charge who shall further forward the same to the finance .

The University Librarian/ Library In-Charge shall proceed with the **accession** process of the book(s) received. He/ She shall enter all book(s) received in the Accession Register as well as in the Library Management Software KOHA and Assign Accession Numbers to Titles/ Volumes. He/ She shall record the necessary entries in invoice/ bill and forward invoice/ bill for further process of payment to the finance. He/ She shall maintain the bill records/ file.
(Stamp format - Annexure 2)

5.5] Technical Processing of the Book(s)/ Print Collection/ CDs/ DVDs:

It shall be the responsibility of the University Librarian/ Library In-Charge to train, educate and guide the library staff for the technical processing of the Book(s)/ Print Collection/ CDs/ DVDs. The library staff shall observe the following guidelines for the technical processing of new Book(s)/ Print Collection/ CDs/ DVDs after accessing the Book(s)/ Print Collection/ CDs/ DVDs:

Step 1: Classification:

i. The Book(s)/ Print Collection/ CDs/ DVDs shall be classified as per the Dewey Decimal Classification (DDC) schedule.
ii. The **Call Number** shall be assigned to each Book(s)/ Print Collection/ CDs/ DVDs. The Call Number is a combination of **Classification Number +Author Cutter+ Accession Number**

Note: Author Cutter is **first three alphabets** of surname or last name of the first author or responsible authority of the book

Step 2: Cataloguing:

i. The **Bibliographic details** of Book(s)/ Print Collection/ CDs/ DVDs shall be entered into Cataloguing module database according to AACR2 Standards
ii. Minimum three (3) **Keywords** shall be assigned to each title
iii. Editing of the various access points in the database like Author, Title, Class No, etc. shall be done regularly
iv. MARC record shall be exported and uploaded in KOHA
Note: - MARC record shall be acquired by using Z.39.50 search

Step 3: Generating Spine Label

i. **Spine label** shall be generated by printing a Call number and pasting it on the spine of each Book(s)/ Print Collection and it shall be pasted on CDs/ DVDs also. **(Sample Annexure- 3)**

Note:
The Call Number is a combination of **Classification Number +Author Cutter+ Accession Number**

Step 4: Generating Barcodes

All the libraries of SIU shall follow a uniform barcode system as prescribed in Annexure 3. **Barcodes** must be pasted on every item in the library. It is the combination of accession number and barcode line. It should be pasted on title page and last page of the book.

(Sample Annexure -3)

Step 5: Writing Book Cards

All the libraries of SIU shall follow a uniform **Book Cards** system as prescribed
All the librarians shall fill book cards and put it in the book(s). The libraries where Radio Frequency Identifier (RFID) is implemented, book card is not required.

5.6] Processing Books:

The following procedure shall be adopted in processing the book(s):

i. The library stamp shall be put on the back of Title page, Secret page and the Last page

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ii. The Barcode shall be pasted on the Front Page and Title page and it shall be laminated with the cello tape
iii. The RFID tag shall be inserted near the spine of the book(s), where ever applicable.
iv. Information about new arrivals shall be uploaded on the library website and it shall be emailed to all the users.
v. Newly processed book(s) shall be displayed on the 'new arrivals display rack/ desk' for a certain period.
vi. Newly processed book(s) shall be removed from the 'new arrivals display rack/ desk' after the period of display is over and these shall be arranged in the respective sections, as per the classification rules.
(Annexure 3- Library Stamp/ Reference/ donated/ date etc.)

5.7] Keeping Records

The University Librarian/ Library In-Charge shall be responsible for keeping the proper record of all the processes followed in the purchase of Books/ Print collections/ CDs/ DVDs. He/ She shall maintain **academic year (1st June to 31st May)** wise record **files** as mentioned below:

i. Recommendations received from the users
ii. Approvals received from the Vice Chancellor/Director/Head.
iii. CPRs/ LPRs generated for purchase of Books/ Print collections/ CDs/ DVDs
iv. Copies of Purchase Orders (PO) received
v. Duplicate copies of invoices/ bills
vi. Any other relevant documents/ files

Note:-

1. The files related to the approvals for purchase, CPRs/ LPRs generated and duplicate copies of invoices/ bills shall be well indexed as per the prescribed format. (Annexure 4 – index)
2. The other files shall also be well indexed.
3. The University Librarian/ Library In-Charge shall, as far as possible, make a monthly report of all the records in the given format **(Annexure 4).** A separate file of the reports shall be mainteined and the annual report shall be prepared from the file.

5.8] Accession of the book(s) received as Gift

The process for accession of books received as gifts shall be the same as is followed in the accession of Book(s)/ Printed collection/ CDs/ DVDs. The separate accession registers shall be maintained for gratis, in conventional as well as in KOHA library management software with separate item type.

5.9] Preservation of Theses, Reports of the Funded Research Projects, Summer Projects, Assignments

The University Library shall preserve all the research work done at SIU, in the form of Theses and Funded Research Projects. The preservation shall be done in the following manner:

5.9.1] Collection

The University Library shall avail and preserve the print and soft copies of the theses awarded by SIU and the reports of funded research projects completed in SIU in reference section.

The Constituent libraries shall avail and preserve the print and/ or soft copies of Summer Projects and Assignments in the respective libraries in a separate section.

5.9.2] Procedure for accession

The library shall follow the appropriate procedure for accessing, barcoding etc. of the received theses and funded research projects and maintain separate accession registers, if required, and catalogue theses and funded research projects in library management software KOHA as separate item type.
The arrangement and display of theses and funded research projects shall be done in the library in such a way that it meets the requirements of the users. The Theses of PhD, awarded by SIU, shall be uploaded on Shodhganga regularly.

Note: - The users shall refer the PhD theses and the funded research projects in the library, but they are strictly prohibited from photocopy / photographing / scanning etc. whole or any part of any such documents.

6] Collection Development of Learning Resources - Periodicals/ Journals/E- Databases/E-Journals

6.1] Print Media - Periodicals/ Journals

The articles published in the periodicals/ journals/ serials give information, knowledge and the latest development in particular areas. These periodicals become useful for the students under going higher studies and doing research in relevant fields. These are primary means of communication of the latest research outcomes and exchange of information. It is imperative that all such periodicals containing information relevant to the study and research of the Institute shall be subscribed by the library.

6.1.1] Policy for subscribing/ procuring periodicals/ journals:

The University Librarian/ Library In-Charge shall:-

i. manage to procure the periodicals/ journals as recommended by the faculty/ research students and approved by the Head/Director of the Constituent within the budgetary provisions;
ii. add any new periodical/ journal recommended by the Director/Head of the Constituent, costing less than Rs.10000/- per annum, without dropping any existing title;
iii. avail the periodicals/ journals, directly from the publisher or through the approved reputed vendor;
iv. prepare a list of core journals and allocate the amount of budget required to purchase the archives of few titles, every year;

v. allocate the necessary amount of budget for the continuation of periodicals/ journals/ serials with priority and prescribe new periodicals/ journals/ serials within the budgetary provisions;

vi. delete/ cease to subscribe the periodicals/ journals if recommended so by the Director/ Head of the Constituent and

vii. take a periodical review of all subscriptions and make a report to the Director/Head of the Constituent, with his/ her recommendations, regarding discontinuation of certain periodicals/ journals.

6.1.2] Selection of Journal/ Periodicals

i. Faculty Members/ research students from respective Constituent may recommend the periodicals/ journals titles from their area of subjects/ specialization and submit to the Head of the respective Constituent. Head of the Constituent shall forward the list to the University Librarian/ Library In-charge for ascertaining the availability/ non-availability and the budgetary part required.

ii. The University Librarian/ Library In-charge shall ensure the non-availability of periodicals/ journals recommended in the library, E-resources subscribed by University library and Institution/ open access resources to avoid the duplication. If the recommended periodicals/ journals are available in digital/ electronic form in open access or under University procured/ subscribed or institutionally procured/ subscribed resources then the library shall not select the print copy. Librarian will provide the link of the digital copy. In case the recommending person insists on selecting a print copy despite of its availability in digital/ electronic form, he/ she shall have to give justification.

iii. The University Librarian/ Library In-Charge shall calculate the amount required for each item and the total amount for purchase/subscription and place it before the Head/ Director for his/ her final approval. The University Librarian/ Library In-Charge shall proceed for the procurement/subscription according to the directives of the Head/ Director of the Constituent.

6.1.3] Terms and conditions for subscription of periodicals/ journals:

The periodicals/ journals for library shall be purchased from the approved publishers/ vendors.

The University Librarian/ the Library In-charge at the level of Constituent shall receive the approved list of periodicals/ journals from the Director/Head of the Constituent and generate Central Purchase Requirement (CPR)/ Local Purchase Requirement (LPR) and shall forward it to the respective Accounts officer/ Finance Officer for approval within the budgetary provisions.

The University Librarian/Library In-Charge while placing an order with the approved vendor shall consider:

i. Subscription of the periodicals/ Journal shall be made through any of the following:
   a. Publisher
   b. Empanelled subscription agent(s) / vendor(s)
   c. Publisher's exclusive agents

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ii. current catalogue price rate;
iii. current Price proof
iv. validity period for the order
v. advance payment, if any;
vi. foreign exchange rates to be charged in case of the purchase in foreign currency
vii. discount to the maximum extends;

Note:
In the case of purchase in foreign currency, foreign exchange rates shall be charged according to Goods Offices Committee (GOC)/ Bank Exchange Rates (BER) applicable on the date.
'Personal Subscription' shall not be allowed

6.1.4] Renewal Process:

i. The University Librarian/ Library In-Charge shall start the process of renewal of periodicals/ journals, at least three months before the subscription ends.
ii. The University Librarian shall communicate the list of periodicals/ journals to be renewed for the next year, to the directors of all Lavale Hill Top Campus Institutions for inviting recommendations/ additions /deletions, in fifteen (15) days from the date of communication.
iii. The Library In-Charge of the Constituent shall communicate the list of periodicals/ journals to be renewed for the next year, to the all respective faculty members for inviting recommendations/ additions /deletions, in fifteen (15) days from the date of communication.
iv. The recommendations/ additions /deletions received by the University Librarian/ Library In-Charge within the stipulated time shall be placed before the Vice Chancellor/ Director/ Library Committee.
v. In case the University Librarian/ Library In-Charge does not receive any response, he/ she shall recommend to the Director of the Constituent, to continue with the existing periodicals/ journals. The decision of the Director/ Head of the Constituent shall be final.

6.1.5] Unsupplied issues of Periodical/Journal:

The University Librarian/ Library In-Charge shall inform the approved publishers/ vendors regarding the unsupplied issue(s), if the approved publishers/ vendors fails to respond, the University Librarian/ Library In-Charge shall send reminder(s) and ask for:

The supply of the unsupplied issues within two (2) months
or
If the issue is not published, certificate from publisher.
or
Extension of subscription period
or
Refund of the equivalent amount

6.1.6] Receipt and access of Periodical/Journal (Check-in system):

The University Librarian/ Library In-Charge shall receive periodicals/ journals from the approved publishers/ vendors. He/ She shall ensure that the issues received are in accordance with the terms and conditions mentioned in CPR/ LPR and he/ she shall proceed for Manual (Kardex/ Register) and computerized accessioning of the received periodicals/ journals.

Barcodes shall be pasted on every issue of the periodicals/ journals in the library. The accompanying materials such as CDs/DVDs etc. shall be preserved in E-Library/Journal Section by the Library at least for one (1) year. The material shall be weeded out as per the weeding out policy.

Display:
The University Librarian/ Library In-Charge shall regularly display the issues of new arrivals periodicals/ journals in the periodical section and also shall link to the online content wherever applicable.

6.1.7] Process for subscription of periodical

For subscription/renewal of periodical the librarian shall:

i. demand quotation from the concerned publisher/vendor/supplier;
ii. confirm the availability of funds for the purpose, within the limit of the sanctioned budget to the library, and make the proposal to the head of the institution for approval;
iii. generate CPR/LPR after the approval of the head of the institution and forward it to the finance for the purchase order;
iv. send the purchase order to publisher/vendor/supplier with a request for the bill;
v. verify the bill and forward it to the finance for payment;
vi. get the receipt from publisher/vendor/supplier and file it; and
vii. make advance payment wherever necessary to the publisher/vendor/supplier.

Note: The periodical received shall be processed in a regular manner.

6.1.8] Gratis materials:

While accepting gratis material, University Librarian/Library In-Charge shall:

i. accept the materials relevant to the scope of the study and research areas of the programmes run by the University and Constituents;
ii. accept the material which is required;
iii. maintain proper and separate record of gratis item; and
iv. acknowledge the gratis.

Note: - Gratis periodical collection shall not be maintained in KOHA library management software.

6.1.9] Archiving of Journals/Periodical

The old volumes of the journals are valuable reading material in the library. The reasearchers, staff and students interested in referring thease issues can avail this facility through archive section.

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The Procedure for archiving the old volumes shall be :

i. to compile yearwise volumes of the issues published in a that year;
ii. to arrange the bound volumes of journals in a alphabetical and yearwise manner;
iii. the binding of issues to be done at the approved rates as per the standard specification followed by the library;
iv. to assign accession number to the bound volume;
v. to entre such bound volumes in the KOHA library management software; and
vi. to bind old issues of print copies of the journals which are also available in soft copy. The weblink of a particular journal for the access of archive shall be given on the KOHA.

6.1.10] Non-Book Materials supplied with Print Periodicals/ Journals/ Serials

A collection of Non-Book Materials such as CD-ROMs, Audio-Video Cassettes, etc. shall be maintained at the Periodicals Section **and enlisted in a computer File (MS-Excel)** or as decided by the Librarian. These material shall remain open to all our Library users.

6.1.11] Maintenance of records

The University Librarian/ library In-charge shall maintain all types of records related to periodicals/ CD-ROMs etc.

Apart from the automated system, the section shall maintain properly indexed files as follows:

i. periodicals record registers/KARDEX;
ii. files of Invoices/CPR/ PO register;
iii. gratis Journal record register;
iv. catalogue record of bound Volumes;
v. files related to DVDs/CD-ROMs etc;
vi. any other files relevant for maintenance of particular record Various files (same as book acquisition); and
vii. academic year-wise list of national/International periodicals/Journals.

Note:-

The files related to the approvals for purchase, CPRs/ LPRs generated and duplicate copies of invoices/ bills shall be well indexed as per the prescribed format. **(Annexure 4 – index)**

The University Librarian/ Library In-Charge shall make a monthly report of all the records in the given format **(Annexure 4).** Annual report shall be prepared from the monthly report files.

6.2] Electronic Journals /E-Databases

Many journals and periodicals are published in the electronic form. It is always convenient to the libraries and users to access the contents of these journals and periodicals. Hence the institutes prefer electronic forms of these resources to the versions.

i. The paid online access to journal shall be subscribed only when the publisher does not have free complementary access to online version
ii. Recommended online databases (bibliographic and full text) shall also be subscribed.

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The provisions made for the procurement/ subscription of print periodicals, regarding terms and conditions, Renewal Process, Receipt and access and Process for subscription of periodicals etc., shall be applicable for the procurement/ subscription of Online Journals /Databases.

6.2.1] Maintenance of records

Records related to Online Journals /Databases shall be maintained in the indexed files as below:

i. Invoices/CPR/ PO.
ii. Records relevant to the maintenance (same as book acquisition section)
iii. The list of Online Journals /Databases, academic year wise with ISSN and Weblink.

Note:-

The files related to the approvals for purchase, CPRs/ LPRs generated and duplicate copies of invoices/ bills shall be well indexed as per the prescribed format. **(Annexure 4 – index)**

The University Librarian/ Library In-charge shall make a monthly report of all the records in the given format (Annexure 4). Annual report shall be prepared from the monthly report files.

6.2.2] Evaluation of online databases before Subscription

Online databases shall be evaluated properly before subscription. Procedure for subscription of online databases shall be as follows:

i. identify and confirm the need;
ii. ask for trial access to the publisher/vendor/supplier;
iii. inform the users regarding the trial access;
iv. confirm the access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programes, access to the walk-in-users, usage statistics, concurrent access, etc;
v. analyse the usage statistics and assess cost benefit;
vi. collect the Feedback from all the s/Constituents; and
vii. make a proposal for the procurement / subscription of database and submit for the approval to the Head/ Director of the Constituent.

Note: The University Librarian/Library In-Charge at Constituent level shall remain present in the purchase committee/institutional library committee at the time of negotiations for price and terms and conditions for electronic databases/ journals.

6.2.3] Processing of Agreement/ MoU with Publisher/ Vendor

i. The Agreement(s)/ MoU(s) with publisher/ vendor for library resources/ others shall be initiated by the publisher/ vendor and submitted to the University Librarian after the review of the same by the Library In-Charge.
ii. The University Librarian shall study the Agreement(s)/ MoU(s) and send it to the University Legal Advisor, with his/ her suggestions.
iii. The suggestions of the Legal Advisor acceptable to the vendor/Publisher shall be incorporated in the draft. The Vendor/Publisher shall justify the non-acceptable terms.

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iv. The University Librarian/ Library In-Charge shall send the justification of publisher/ vendor to the University which further will send such justifications to legal advisor for his/ her approval

v. The draft of agreement/ MoU approved by the University legal advisor and accepted by the publisher/ vendor shall be signed jointly by the publisher/ vendor and the Registrar of the University.

7] Circulation Section

Library resources are issued to users through the circulation section. This section is an important link between the users and library resources. It should be the endeavour of the library staff to help the users to get the library resource of their choice. The qualitative functioning of Circulation Section leaves a lasting impression on the minds of the user.

7.1] Functions of the Circulation section are to:

i. register the members/ users;
ii. attend the queries of the users;
iii. issue learning resources to the users as per their demands;
iv. receive the learning resources issued to the users;
v. maintain the records related to book(s) lost and the price(s) recovered from the users;
vi. maintain "Circulation Module" of Library Management Software KOHA;
vii. allow the outside users who have been granted permission to use the library;
viii. identify the books requiring the maintenance of any kind;
ix. give recommendations for 'collection development and management;
x. recommend books for weeding out;
xi. introduce the newly registered users and visitors to different section of the library;
xii. conduct the internal library visit/ tour for the members of other institutes and/ or from foreign countries;
xiii. maintain the records of Inter-Library loan services to the library users;
xiv. maintain the statistics related to circulation including membership;
xv. send reminders to users for overdue documents;
xvi. issue 'No Dues certificate' to users on their request after confirming that the user has cleared all the dues;
xvii. update the data for OPAC;
xviii. assist the users for using library catalogue;
xix. maintain foot falls of the library monthly and yearly;
xx. register new user on library portal and send user ID and password to the user/faculty members to access digital resources;
xxi. register new user on National Digital Library and assist the user for account activation; and
xxii. carry on such other functions as directed by the University Librarian/ Library In-charge.

7.2] Membership Guidelines

The following shall be the guidelines for the membership for internal and external users of the library:

7.2.1] Internal users

i. All the students, faculty members and employees of the Constituents are entitled for the membership of the Library.
ii. The soft copy of the record of the new students admitted to the Constituent shall be given by the administration office to University Librarian/ Library In-charge and he/ she shall upload this record on the KOHA and Library Portal.
iii. An employee of the University shall be required to fill up the membership form available at the circulation counter and on the website **(Annexure 5)**
iv. Identity Card with barcode can be used to avail library facilities and services.

7.2.2] Guest Faculty/ Adjunct faculty

Guest faculty/ Adjunct faculty shall have an access to the respective library with the recommendation of the respective Director/ Head of the Constituent only for the period of contract period. They will be required to fill up the membership form available at the circulation counter and on the website (Annexure 6). The concerned Director/ Head of the Constituent shall relieve the faculty after submission of 'NO DUES' certificate from the library.

7.2.3] External users

The alumni, Individual outsiders, Institutions, Corporates etc. shall be termed as external users. They will also be given library membership to the University library only. A person willing to take the membership of University Library shall have to fill up the form prescribed for the purpose. The form will be available at circulation counter and on the website **(Annexure 7 and 8)**. He/ she shall have to pay the membership fees as prescribed in the table below/ as prescribed from time to time and published on the website.

The Prescribed fess and the privileges for the external users shall be as given in table below:

Category	Refundable Deposit	Annual Fee	Borrowing Books	Loan Period
Alumni	Rs.2000/-	Rs.500/-	2	30 Days
Individual	Rs.2000/-	Rs.1000/-	2	30 Days
Institutional	Rs.10000/-	Rs.2000/-	3	30 Days
Corporate	Rs.10,000/- Plus Rs.2000/-(Admission Fee :one time non-refundable)	Rs.6000/-	5	30 Days

Online resource access privilege for external users:
The external users shall have the access to database only through the University Library. They shall not be provided with separate login credentials of the library portal.

Note:- The amounts of the deposit and the annual fees shall be paid by separate Demand Drafts. Demand Draft shall be drawn in favour of "Symbiosis International University". Payable at Pune.

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7.3] Library Membership and Privileges for the internal users and Visiting faculty / Guest faculty

The internal users and Visiting faculty / Guest faculty/ Adjunct faculty of the library shall be entitled to the following privileges and shall be abided by the following rules:

i. Borrowing privileges of University Library:

Category	Borrowing books	Loan period
All regular teaching staff	10	6 Months
Visiting faculty / Guest faculty/ Adjunct faculty	2	30 Days
Research Scholars (Ph.D.)	4	15 days
Post-Graduate students	4	15 days
Non-teaching Staff	2	15 days

ii. Borrowing privileges for Constituent Libraries:

The library committee of the concerned Constituent shall lay down separate norms for brrowing privileges of print resources as per the needs of the users.

7.4] Online resource access privilege for internal users and Visiting faculty / Guest faculty/ Adjunct faculty and rules for remote access-

i. The online resource access shall be given to the internal users till they are the members of the library.
ii. University librarian shall be responsible to give access of all subscribed e-resources through Library Portal.
iii. Centrally subscribed e-resources can be accessed outside the campus by using credentials (As per the policy of publisher/vendor).
iv. Constituents shall use remote access software to give outside campus access to the users.
v. Before implementing any remote access software in the Constituent, University Librarian /Library In-Charge shall read all the publisher's/vendor's policy documents subscribed.

vi. The online e- resource/ Research tools access shall be given to the Visiting faculty / Guest faculty/ Adjunct faculty for the contract period mentioned in the library membership form

7.5] Circulation of print resources:

The University Central Library and Constituent Libaries shall follow the following rules for circulation of print resources:

i. The borrower shall produce his/ her ID Card/Library Card/Smart Card at Circulation Counter to receive print resources.

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ii. The University Librarian/ Library In-Charge or any person authorised by him/ her shall issue the print resource, after verification of his/ her ID Card/Library Card/Smart Card, to the borrower mentioning the date of return on the 'due date slip'/ communicate through email and/ or message of the print resource borrowed by the user.

iii. The borrower shall check the physical condition of the print resource. He/ She shall immediately report any unusual thing to the person in-charge before leaving the counter

iv. The borrower shall return the same on or before the due date; in the case he/ she fails to do so, he/ she shall be liable for fine from Rs. 2.00 to Rs. 5.00 per day per volume as decided by the Library Committee of the respective University /Constituent.

v. The librarian may shorten the loan period, when the print resource is on large demand

vi. The borrower may reserve a book which is issued to other user through online OPAC system.

vii. The mutual transfer of print resources is not permissible.

viii. The borrower shall immediately report to the University Librarian/ Library In-charge in writing, if there is loss of resource,

ix. The borrower can renew the unique title two times only when book is not reserved by other user. User can renew the book through online OPAC system.

x. The borrower shall be entitled to borrow General books/ text books/ old journals/ old magazines

xi. The borrower shall not be entitled to borrow Reference Books, Theses, CDs, bound volumes of periodicals, current Journal, and current magazine.

Note: In a special case with the recommendation of the University Librarian/ Library In-Charge/ Director/Head of the Constituent / full-time faculty members, 'Reference Book' can be issued for a limited period.

7.6] Inter-Library Loan (ILL) Service for Print resources and non-print resources:

ILL service shall be between the Symbiosis Constituent libraries only. All the library users can avail this facility.

7.6.1] ILL of library Resources: In case of unavailability of the print resource in the home library, a user may request their home library for the desired resource. Home library shall request the owned library for the desired resource. Lending library will set a due date and overdue fees of the resource borrowed. Norms applicable for loss or mutilation, of print resources/ CDs/ DVDs and overdue fine shall be applicable.

In case of out station libraries the courier charges will be borne by the borrowing library.

7.6.2] ILL of non-print Resources – This service can also be termed as Document Delivery service. Documents can be shared among the institute libraries through the subscribed resources with taking care of copyright.

7.7] Loss/ Mutilation of print resources/ CDs/ DVDs:

The following policy shall be adopted by the libraries in case of the loss or mutilation of print resources/ CDs/ DVDs

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i. University Librarian/ Librarian In-Charge shall ask the user to replace the book with latest edition or same edition if the book is available in the market with overdue charges.

ii. If the book is not available in the market then the borrower shall be asked to pay overdue charges as per University/ Constituent library policy and borrower shall be liable to fine as mentioned in the following tables:

7.7.1| Books-

	Text Books	**Reference Books**	**Rare Books**
Month / Year	**Lost or mutilation of Book**	**Lost or mutilation of Book**	**Lost or mutilation of Book**
Up to One Month	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost of Latest Edition + 5% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost of Latest Edition + 10% on cost of reference Books	Processing Fee Rs. 100/- & Actual Price + 20% Price OR / And Fine upto Rs. 10000/-
1 - 2 Months	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost of Latest Edition + 10% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost of Latest Edition + 15% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 25% Price OR / And Fine upto Rs. 10000/-
2 - 3 Months	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost Latest Edition + 15% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost of Latest Edition + 20% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 30% Price OR / And Fine upto Rs. 10000/-
3 - 6 Months	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost Latest Edition + 20% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books / Cost Latest Edition + 25% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 35% Price OR / And Fine upto Rs. 10000/-
6 M - 1 Year	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 10% on Actual Cost / Cost of Latest Edition + 25% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 20% on Actual Cost / Cost of Latest Edition + 30% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 40% Price OR / And Fine upto Rs. 10000/-

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	Text Books	Reference Books	Rare Books
Month / Year	**Lost or mutilation of Book**	**Lost or mutilation of Book**	**Lost or mutilation of Book**
1 - 2 Years	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 15% on Actual Cost / Cost of Latest Edition + 30% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 25% on Actual Cost / Cost of Latest Edition + 35% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 45% Price OR / And Fine upto Rs. 10000/-
2 - 3 Years	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 20% on Actual Cost / Cost of Latest Edition + 35% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 30% on Actual Cost / Cost of Latest Edition + 40% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 50% Price OR / And Fine upto Rs. 10000/-
4 - 5 Years	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 30% on Actual Cost / Cost of Latest Edition + 40% on cost of Books	Processing Fee Rs. 100/- & Replacement of Latest Ed. Books + 35% on Actual Cost / Cost of Latest Edition + 45% on cost of Books	Processing Fee Rs. 100/- & Actual Price + 55% Price OR / And Fine upto Rs. 10000/-

7.7.2] Journals and other resources

	D) Journal		E) Other Resources	
Month / Year	**Journal Lost & Easily Available**	**Lost of Rare Journal**	**Lost of Other Resources**	**Lost of Rare Other Resources**
Up to One Month	Processing Fee Rs. 100/- & Replacement of Same Issues / Cost of Latest Edition + 5% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 20% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 150/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR / And Fine upto Rs. 10000/-

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	D) Journal		E) Other Resources	
Month / Year	**Journal Lost & Easily Available**	**Lost of Rare Journal**	**Lost of Other Resources**	**Lost of Rare Other Resources**
1 - 2 Months	Processing Fee Rs. 100/- & Replacement of Same Issues / Cost of Latest Edition + 10% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 25% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 25% Price OR / And Fine upto Rs. 10000/-
2 - 3 Months	Processing Fee Rs. 100/- & Replacement of Same Issues / Cost of Latest Edition + 15% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 30% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 30% Price OR / And Fine upto Rs. 10000/-
3 - 6 Months	Processing Fee Rs. 100/- & Replacement of Same Issues / Cost of Latest Edition + 20% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 35% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 35% Price OR / And Fine upto Rs. 10000/-
6 M - 1 Year	Processing Fee Rs. 100/- & Replacement of Same Issues + 10% on Actual Cost / Cost of Latest Edition + 25% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 40% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 40% Price OR / And Fine upto Rs. 10000/-

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	D) Journal		E) Other Resources	
Month / Year	**Journal Lost & Easily Available**	**Lost of Rare Journal**	**Lost of Other Resources**	**Lost of Rare Other Resources**
1 - 2 Years	Processing Fee Rs. 100/- & Replacement of Same Issues+ 15% on Actual Cost / Cost of Latest Edition + 30% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 45% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 45% Price OR / And Fine upto Rs. 10000/-
2 - 3 Years	Processing Fee Rs. 100/- & Replacement of Same Issues + 20% on Actual Cost / Cost of Latest Edition + 35% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 50% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 50% Price OR / And Fine upto Rs. 10000/-
4 - 5 Years	Processing Fee Rs. 100/- & Replacement of Same Issues + 30% on Actual Cost / Cost of Latest Edition + 40% on cost of Issues	Processing Fee Rs. 100/- & Actual Price + 55% Price OR / And Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 20% Price OR Fine upto Rs. 10000/-	Processing Fee Rs. 100/- & Actual Price + 55% Price OR / And Fine upto Rs. 10000/-

Accessioning of replaced resources:

i. The University Librarian/ Library In-charge shall give the same accession number to the replaced resource with the remark 'lost and replaced with date'.
ii. If replaced book is a latest or newer edition, the University Librarian/ Library In-charge shall edit ISBN and edition of the book in KOHA.
iii. The replacement policy for "lost and cost recovered" item/book – The librarian will use funds collected from lost and cost-recovered items to purchase new items or books with same titles and authors. A new accession number will be affixed to these items or books.

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8] IT Infrastructure of the Library/ Computer Application

8.1] Infrastructure: The Computer network is used to access various digital resources available. The digital resources include electronic databases, digital theses, CD ROMs, Research Tools, e-journals etc. All the libraries are Wi-Fi enabled. The users are also allowed to use their personal laptops in the library.

The Librarian of the respective library shall be responsible for proper maintenance and use of the IT infrastructure. They shall keep the proper maintenance of the following activities through the concerned section In-charge.

i. Library Website/ Library Webpage;
ii. Library portal
iii. Integrated library management system;
iv. Institutional Repository;
v. E-Library Servers;
vi. Access to Electronic Resources;
vii. Computers and internet facilities

The Librarian shall update Library Website/ Library Webpage, Library portal, integrated library management system, Institutional Repository etc. from time to time.

8.2] Electronic resources:

SIU libraries subscribe number of e-resources to fulfill the requirements of the users.

E-resources are available at two (2) levels in SIU, One at central level and another at each Constituent level. E-resources available at central level can be accessed at central level as well as Constituent level. All the electronic resources are IP based or user ID and password based and accessible through institute Intranet/ Internet. The e-resources available at a particular Constituent level shall be accessible to the users of the concerned Constituent / only. The Liberian/ Library In-charge of the concerned library shall update/ renew the e-resources periodically.

8.3] Guidelines for Fair Use of e-resources:

The library subscribes to e-resources only for the use of authorized users in the Constituents of University. The terms and conditions for using these resources shall be spelled out in e-resource license agreements with each publisher. The users are advised to follow the guidelines given below to avoid the violation of any of 'Terms and Conditions' in the license agreements.

i. The use of e-resources such as e-journals, e-databases, e-books etc. should be made for the academic purpose only and not for any kind of commercial purpose.
ii. The users can search, browse, and download the material in the form of a single copy of the articles as is done in the case of the print material.
iii. 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.
iv. Use of robots, spiders or intelligent agents to access, search and/ or systematically download from these resources is also prohibited.

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v. The violation of the guidelines/ above rules shall result in punishment to the defaulter after following the proper enquiry procedure by the Librarian and Head of the respective institute.

The illustrative points for reference of the users:

Permitted	**Not Permitted**
Viewing, downloading, copying, printing and saving a copy of search results.	Use of robots or intelligent agents to do systematic, bulk or automatic downloading
Viewing, downloading, copying, printing and saving individual articles	Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources
Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes.	Using e-resources for commercial gain (i.e. reselling, redistributing or republishing licensed content).
Sending a copy of an article to another **authorized** user	Transmitting, disseminating or otherwise making online content available to **unauthorized** users (i.e. sending to mailing lists or electronic bulletin boards)
Posting the URL to the publisher's version of the article on website (publisher links will allow only authorized users' access).	Posting the publisher's version or PDF of an article to website

Caution: - Please be aware that the publisher may block the entire community of users of the University, in case of the violation of any of the above rules.

8.4] General Guidelines for the use of Computer Infrastructure:

The Computer Infrastructure section of the library needs a separate care to be taken. There are some international/ national laws for the use of computer infrastructure. The users are expected to take proper care of all the equipment in the IT infratructure of the library and report any malfunctioning, to the staff on duty or to the University Librarian/ Library In-Charge. The violation of the guidelines rules shall result in punishment to the defaulter after due inquiry procedure by the University Librarian/ Library In-Charge and Head of the respective Constituent.

The users should not:

i. share the password with other users;
ii. transfer copyrighted materials to or from the University/Constituent Library system without express consent of the owner;
iii. use the internet for commercial gain or profit;
iv. download/ install a new software without the consent of the respective facility in-charges;

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v. install unlicensed software on SIU Library facilities and/ or on individual machines connected to the SIU Library network;
vi. set unsecured Wi-Fi systems on the SIU network;
vii. display offensive material;
viii. connect mobile or any external device to library computers;
ix. install any software on library computers without prior permission;
x. download movies or songs on library computers;

xi. download recreational matter;
xii. make noise through games/ music or even talking and/ or singing;
xiii. play games in library computers using Institute facilities;
xiv. make internet chat;
xv. remove LAN cord, keyboard and mouse from the library computers;
xvi. use personal storage devices like pen drive;
xvii. use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network;
xviii. send emails or messages to another person by hiding sender's identity;
xix. send Chain letters in any form of commercial advertising, or soliciting; and
xx. disturb the privacy of the other users

9] Stocktaking: Procedural Guidelines

9.1] Introduction

The library of any Constituent goes on becoming reached, year by year, due to the addition of new library resources. It is necessary to verify the stock in the library periodically, to identity the losses of resources, misplaced resources, the resources needing maintenance etc. The Stock Verification exercise shall be carried out as per the norms prescribed below:

i. **Annual** stock verification- When the number of books in the library is **less** than **thirty Thousand** (30,000).
ii. **Biannual** stock verification- When the number of books in the library is **more** than **thirty thousand** (30,000).
iii. **Annual** stock verification- After the installation of Radio Frequency Identification (RFID) system in all Constituent

Note: The stock verification activity shall be undertaken **annually** by all the Library irrespective of the number of books. All the Constituents shall try to install RFID system as early as possible. Particularly for those libraries having more than 30000 books.

The schedule of the stock verification of the library shall be prepared by the University Librarian/ Library In-charge, in consultation with the Head of the respective Constituent. The sufficient manpower required for stock verification shall be provided by the Head of the Constituent The Stock verification shall be, generally, carried out during the long vacation (April/ May/ June when semesters are over).The users of the library shall be requested, by the University Librarian/ Library In-Charge, to return the library resources before the stock verification process begins. The University Librarian/ Library In-Charge shall verify the stock of the library, with the help of other members recommended by the Head of the Constituent,

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and make a detailed report of the stock verification in the prescribed format, to the respective Head. The stock verification reports of the libraries can be used in enrichment of the library. The library shall remain closed during the period of stock verification and it shall be notified to all the users of the library by Librarian/ Library In-Charge.

9.2] Procedure for stock verification

Stock verification shall be done through computer only by scanning each item physically. The University Librarian/ Library In-Charge shall:

i. make a list of accession numbers of all available books/ resources in excel sheet;
ii. scan accession number of the book through barcode reader or if the library has RFID, then it shall be done through the handheld reader. (In case of handheld reader librarian has to cross telly the number of books available in the rack and counted by a reader);
iii. arrange these accession numbers in ascending order;
iv. send the sheet to KOHA service provider's support team (The support team shall send verification report. Librarian/ Library In-Charge shall Cross tally the report with the existing stock); and
v. prepare final report in the prescribed format. (Annexure 9)

9.3] Action on the stock verification

The University Librarian/ Library In-Charge shall submit the stock verification report to the Vice Chancellor/ Head of the respective Constituent for the placing it before the Library Committee. The Vice Chancellor/ Head of the respective Constituent shall place the report before the library committee for discussion and approval.
The report approved by the library committee of the Constituent shall be sent to the University Librarian for information and record. The University Librarian may convey his/ her suggestions, if any, to the respective Head of the Institute, for the betterment of the stock verification process.

9.4] Damage and/ or Loss of Publications

The Librarian and Library staff is not just the custodian of the library, they have to play a larger role in the library. They are the Information manager and facilitator to the users of the library. Sometimes they are required to keep the library open beyond the scheduled time and sometimes on holidays also. They need the help of additional temporary staff (Skeletal staff) when the working of the library is heavy and for a time period extended beyond the scheduled time.
The damage and/ or loss of publications in a library is a usual matter. It may be due to any one or more following reasons:

i. Physical handling and Environmental Conditions ;
ii. Wear and tear of books due to frequent/ overuse;
iii. Open access practice in libraries;
iv. Non-receipt, loss/ damage of pre-paid periodicals in Postal transit (Which cannot be replaced by publishers);
v. Theft;
vi. Inadequate security system;
vii. Inadequate library staff to monitor all the sections of the library; and

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viii. Any other reason for damage or loss, etc.

9.5] Preventive Measures to be taken:

The Head of the Constituent and the University Librarian/ Library In-charge shall take the following preventive measures to protect the publications in the library from any kind of damage/ loss.

They shall:

i. make necessary arrangements in the library for protecting the publications from environmental conditions;
ii. make necessary arrangements for proper monitoring of all the publications in the library;
iii. make necessary arrangements for installing CCTV with monitoring system, electromagnetic gadgets, wire meshed windows, wicket gate, proper security system;
iv. take special care for the protection of the rare books and specialized collections;
v. take any other appropriate measures to prevent the publications from damage/ loss;

9.6] Guidelines for write off of publications:

The University Librarian/ Library In-Charge shall find out the preliminary reasons for the damage/ loss of a publication after the stock verification and he/ she shall make a separate report of damage or loss to the Vice Chancellor/ Head of the Constituent along with the stock verification report. The Vice Chancellor/ Head of the Constituent shall place the same before the library committee. The Library Committee shall consider the report and direct the University Librarian/ Library In-Charge to replace/ write off or forward to the Board of Management as per the following policy:

i. A publication may be considered as lost only when it is found missing in two successive stock verifications;
ii. The loss of five volumes per One Thousand (1,000) volumes issued or consulted in a year may be taken as reasonable (Rule 194 GFR 2005 and Rule 215 GFR 2017);
iii. If the loss of books is more than the permissible extent, the causes of such loss may be investigated by the separate committee appointed by the Library Committee; and
iv. The Vice Chancellor/ Head of the Constituent shall direct University Librarian/ Library in-Charge to write off the loss of publication if it is **less than or equal to** the value of the damaged/ lost publication mentioned in the table below for different categories.

National Publication The value is in Rupees			International Publication The value is in Rupees		
Text Book	Gen. Book	Ref. Book	Text Book	Gen. Book	Ref. Book
2000	3000	10000	3000	5000	15000

v. When the value of damaged/ lost publication **exceeds** the amount mentioned in the above table for different categories, the matter shall be taken to the Board of Management (BoM) for the decision, through the University Librarian.

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9.7] Procedure for Write Off

The University Librarian/ Library In-Charge shall follow the procedure for 'Write Off' of the publications as given bellow.

The University Librarian/Library In-Charge shall:

i. list the publications not found during two successive stock verification processes;
ii. compare with the list of earlier stock verification to identify common entries;
iii. compare losses with borrowing/ consulting/photocopying statistics ;
iv. put up the list of damaged/ lost publications before the library committee with detailed remarks for the damage/ loss (due to wear and tear, physical handling, environmental conditions, theft, non-receipt etc.);
v. get the approval from the Library Committee/ Board of Management (BoM) to write off;
vi. make necessary remarks in the accession register, write-off register, assets register, etc.;
vii. change the status in the database; and
viii. take any other required measure.

10] Weeding Out Policy

Addition and withdrawal are the ongoing activities in any library. The library of any institute needs weeding out of publications/ resources due to many reasons/ factors.

The publications to be weeded out shall be divided in the following two (2) categories:
Print Media - Books, Periodicals, Newspapers, Project Reports etc.
Non-print Medias – CDs, DVDs, Cassettes etc.

10.1] Print Media (Books, Periodicals, Newspapers, Project Reports etc.)

10.1.1] Books: The following types of books can be weeded out:

i. Mutilated /Damaged and irreparable, Outdated, Slow moving titles, by considering the usage.
ii. The old textbooks with multiple copies that are not being used for past seven (7) years (retaining one copy of each title).
iii. The book of which an updated new edition is available with all contents.
iv. The books missing/ untraced in two (2) consecutive stock verifications.
v. The book lost by the user, cost is recovered but the book is not replaced.
vi. The hard copies of previous editions of encyclopaedias, standards, directories, yearbooks, etc. of which the online updated editions are available on the perpetual basis
vii. The books borrowed but not returned by the staff/ student who left the institute without taking no-dues certificate from the library (in case of students after two years more than the length of the programme, in case of the staff in consultation with the head after the stock verification)
viii. The textbooks under ALL the following conditions
    i. They are no longer part of the present curriculum at the University
    ii. Their contents have become obsolete (e.g. computer science books);
    iii. They are more than 5 years old.

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iv. Consent of the concerned academic s is obtained;

10.1.2] Periodical, News Papers, and other items

The following types of Periodical(s), Newspaper(s) and other items can be weeded out.

i. Duplicate issues of the journals even in the form bound volumes.
ii. All monthly, quarterly, and semi-annual statistical handbooks, the Yearly cumulative publications of which are available.
iii. Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as Annual reports of other institutions, directories, etc.
iv. News Papers, at least in every three months.
v. General Magazines.

10.1.3] Project Report

i. The funded research projects and PhD thesis shall be permanently preserved in the University Library.
ii. The student Research Projects, Summer Projects, UG/PG Projects, assignments shall be preserved in the library for two (2) years and then they shall be weeded out.

10.2] Non-print Medias – CDs, DVDs, Cassettes etc.

The following types of Non-print Medias – CDs, DVDs, and Cassettes etc. can be weeded out.

i. CDs and DVDs, Audio Cassettes of no use, relevance and of poor condition
ii. Two (2) years old CD's of magazines.

10.3] Process for weeding out and approval

The library staff deputed for this purpose shall enlist the subject-wise publications, of every section, for weeding out purpose. These publications shall be kept separately till the final decision of Library Committee/ Board of Management (BoM). The University Librarian/ Library In-Charge shall implement the decision of Library Committee/ Board of Management (BoM) in that behalf.

10.4] Disposal:

The decision of Library Committee/ Board of Management (BoM) regarding weeding out of the publications and disposal of the same shall be executed by the University Librarian/ Library In-charge in the following manner:

University Librarian/ Library In-Charge shall,

i. stamp as '**WITHDRAWN**' every book/ journal/ bound volume to be weeded out on the edges, secret page and title page along with **Date stamp**.
ii. Circulate the list of 'withdrawn books/ journals/ bound volumes' amongst staff/ Student of the respective University/ Constituent. The staff/ student shall be allowed to avail the withdrawn books/ journals/ bound volumes of their choice within the time period of one week. The withdrawn books/ journals/ bound volumes will be given free of

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charge on first come first served basis and shall be collected by the concerned from the library.

iii. Books to be given to the other institutes such as public libraries and among the underprivileged at free of cost for reuse the withdrawn books/ journals/ bound volumes which are not kept by the staff/ student.

iv. directly sell newspapers, general magazines, CDs, DVDs etc. to the vendor and deposite the amount in the account section.

The University Librarian/ Library In-Charge shall preserve the record of material weeded out.

11 | General Rules For The Members Of The Library

The members (Users) of Library are expected to observe the following rules. It shall help the Library in proper and efficient functioning and also it shall help the other members (users) of the Library.

i. Every memebr of the staff must register its library memebership by filling the prescribed from.

ii. The memebrship of the student shall be registered from the list submitted by the Institutional administrative office.

iii. Every member of the library will be required to show Identity Card/Library Card/Smart Card provided by the respective Institute/Library while enjoying the library facilities.

iv. The library resources (like books, journals, periodicals, CDs, DVDs etc.) shall be issued to the members as per the circulation guidelines of respective institute.

v. A member shall be required to return the resource/ book issued to him/ her any time if asked by the library

vi. A member shall return/ renew the resource issued to him/ her on or before the due date

vii. A member failing to return/ renew the resource within the specific time shall be liable for the payment of fine as prescribed in the circulation policy of the respective institute.

viii. A member loosing the library resource issued to him/ her shall follow the replacement rules as per the circulation policy of SIU.

ix. A member entering the library shall keep his/ her bags and other belongings outside the library on their own responsibility.

x. A member willing to take books/ notebooks inside the library shall enter the detials in the register at the security gate.

xi. A member shall be allowed to take photocopies of the required contents from the Reference Books / Current Issues of periodicals etc. with the prior permission of library staff.

xii. A members shall not write upon or damage or mark any signs/ symbols/ remarks on any book belonging to the library

xiii. A member taking wrong book from the shelf shall keep it on the book trolley or on the nearest table and shall not reshelf himself/ herself.

xiv. A member shall not deface, mark, cut, mutilate or damage library resources in any way. (A person doing so shall be liable for heavy penalty)

xv. A member shall not be allowed to issue any library resource to any one else.

xvi. A member/ user may suggest /recommend book(s) which are useful for their study through SIU OPAC. (http://symbiosis-koha.informindia.co.in)

xvii. A member entering the library shall observe all the disciplinary rules of SIU

xviii. A Member shall observe silence in the library

xix. A member is requested to keep his/ her mobile switched off or in silent mode in the Library

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xx. A member shall not engage in conversation in any part of the library

xxi. A member leaving the library shall co-operate with the check out mechanism and the security

xxii. A member is not allowed to cut any news or part of a newspaper

xxiii. Beverages and Eatables are not allowed inside the library.

xxiv. No photograph of the Library shall be taken without the prior permission of the Librarian.

xxv. All students shall be allowed in the library descently dressed only as they are allowed in the classrooms

xxvi. The Univesity Librarian/ Library In-Charge reserves the right to suspend the membership of any member found misbehaving, abusing the library staff or behaving in an indecent manner

Library always welcomes the innovative ideas and suggestions from the users

Library Rules for external users

i. The Library shall issue Smart Card/ Library Card to every eligible external user.

ii. The user shall be required to show the Smart Card/ Library Card while enjoying the library facilities.

iii. The library books shall be issued to the external members as per the circulation guidelines.

iv. In case, the Smart Card/ Library Card is lost by the external user, he/ she shall have to inform the librarian immediately.

v. The library shall issue duplicate Smart Card/ Library Card on payment of the amount decided by the University library committee from time to time.

vi. The authorised Smart Card/ Library Card user shall be responsible for any miss use of the card and shall be liable for a fine and/ or cancellation of library membership

vii. The external users retiring/ leaving the job shall have to return the Smart Card/ Library Card to obtain 'No Dues' certificate.

viii. Validity of Smart Card/ Library Card issued to the external user shall be for an academic year, from 1st July to 30th June only.

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Annexure 1- Annual Report Format



Symbiosis International University, Pune

Name of the Institute

Library Annual Report for Academic Year ----------

1. General Information:

1.1 Name of the Library:

i. Working Hours of Library:
   a. Reading Hall Timing:
   b. Circulation Timing:
   c. During Examination Timing:
ii. No. of Days closed in the year:

- **Message from Librarian:**
  (Librarian can write Year of establishment, Write up about library in brief maximum 500 words)

1.2 Staffing

iii. No. of Professional :
iv. No. of Non-Professional:

1.3 – Number of users – Students –

Faculty –

Non –teaching -

2. Access Services - Key statistics and achievements as per academic year

2.1 Library Visitors

Month	Previous Year		Current Year	
	Student	Faculty	Student	Faculty
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				

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April				
May				
Total				

2.2 Circulation Statistics as per academic year

Month	Previous Year				Current Year			
	Student		Faculty		Student		Faculty	
	Check in	Check out	Check in	Check out	Check in	Check out	Check in	Check out
June								
July								
August								
September								
October								
November								
December								
January								
February								
March								
April								
May								
Total								

2.3 Inter-Library Loan Borrowing Requests

S.No.	Borrower Institute	Lender Institute	Number of Items	Item Type

2.4 Usage Statistics of E-Resources

S.No.	Name of Resource	Searches for Document	Views for Document	Document Downloaded	As per the requirement, a librarian can write usage pointers	As per the requirement, librarian can write usage pointers	Total

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2.5 Plagiarism Check Record (Institute wise)

No. of Requests received from Faculty ---------- Students----------

No. of Articles / Research Papers run though' Turnitin' ----------

3. Stack Management (Annual Stock): (Attach Annual Stock verification Report)

4. Collection Development

4.1 Procurement of Print resources (As per Academic Year): Library Books

Month	Text + General Books			Reference Books		
	Volume	Titles	Amount	Volume	Titles	Amount
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
Total						

4.1.1 Procurement of Print resources (As per Academic Year): Student Text Books (If any)

Month	Book Bank			Book Hamper		
	Volume	Titles	Amount	Volume	Titles	Amount
June						
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
Total						

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4.2 Procurement of Print resources (As per Academic Year): Print Magazine

Sr. No.	Name of Print Magazine	Renewal/Subscription amount	Renewal Month	Subscription period	National/International
	Total				

4.3 Procurement of Print resources (As per Academic Year): Print Journals (National)

Sr. No.	Name of Print Journal	Renewal/Subscription amount	Renewal Month	Subscription period
	Total			

4.4 Procurement of Print resources (As per Academic Year): Print Journals (International)

Sr. No.	Name of Print Journal	Renewal/Subscription amount	Renewal Month	Subscription period
	Total			

4.5 Procurement of CD's/DVD's (As per Academic Year):

Year	CD's/DVD's		
	Volume	Titles	Amount

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5. Procurement of Non-Print Resources :-E-Resources (Sample format Attached)

Sr. No.	Name of E resources Name	Publisher	No. of Databases	No. of E-Journals	No. of E-Books	Renewal/ New Subscription/Perpetual	Amount Paid	Subscription period	Remark
	Total								

5.1 Procurement of Non-Print Resources: Research Tools

Sr. No.	Name of Research Tool	Renewal/Subscription /Perpetual amount	Renewal Month in case of Subscription	Subscription period	Accessed Institutions

6. Membership Subscribed

Sr. No.	Name of Institution/Library/Society	Life or Yearly membership	Renewal/ /life membership amount	Renewal Month	Subscription period	Remark
	Example: British Library	Yearly				

7. Purchase of Library Assets

Furniture & Fixture

Sr. No.	Item Details	No.of Items	Amt.Rs.	Purpose

8. Information Technology – eg. Software/ Technology/ Instruments etc

Sr. No.	Item Details	No.of Items	Amt.Rs.	Purpose



9. Library Activities and Events organized (You can make a separate sheet of all event)

Type of Activity	Name of the Event	Date	No.of Participants	
			Students	Faculty
Library Induction/orientation program				
Book Exhibitions				
E-Resource Training				
Any other				

10. Staff participation in Training/ workshops/ seminars

Name of the Staff	Institute	Year Participated	Organized By	Programme Venue	Duration

11. Best Practice -

Signature of the Librarian/Library In charge

Signature of the Director/Head of the Constituents

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Annexure 2 and 3 - Library Stamp

Symbiosis International (Deemed University), Lavale Pune.

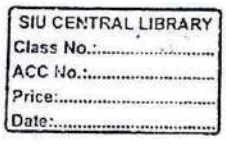
Sample Copy: Stamp on Book – Library stamp, Accession Stamp, For Reference Book, For Donated Book, Accession Number Stamp

a. Library stamp (Institute can write Library-Institute name, Like Sample stamp1)
b. Accession Stamp (Institute can write Library-Institute name, Like Sample stamp2)
c. For Reference Book
d. For Donated Book
e. Accession Number Stamp
f. Stamp to process the bill (Stamp for book invoice)

Sample Copy: Spine Label & Barcode



Library Round Stamp



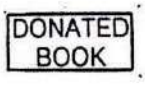
Accession Stamp



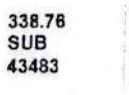
Reference Book

43482

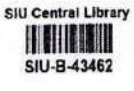
Accession Number



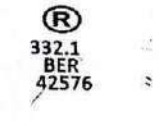
Donated Book



Book Spine Label



Barcode Label



Reference Book Spine Lable



1. Stamp for Book Invoice

SIU CENTRAL LIBRARY

The books / Periodicals / New-Papers are Received in the Library as per Bill Cash Memo/ Invoice No.:..... Dt.:..... and accessioned in the Library Register Accession Number From.:.....To.:.....

Date:- Library In-Charge



Annexure 4 – File Index format for Books, Databases and Periodical

Symbiosis International (Deemed University), Lavale Pune.

File index format for Books-

Sr.No.	CPR No.	P.O. No.	Invoice No. & Date	Name of Vendor	Amount Rs.	No.of Vol.and Acc.Nos.	No.of Titles newly added	No. of titles as per the bill/PO

File index format for online databases/periodical-

Sr.No.	Database name/Periodical name	Subscription Period	Amount Rs. Paid	Publisher	Vendor/ Provider

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Annexure 5 - Library Membership Form For Full Time Faculty/Staff

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' grade
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

NAME OF THE INSTITUTE
LIBRARY MEMBERSHIP FORM FOR FULL TIME FACULTY/STAFF

Membership No. :
Employee code:

PHOTO

Name of Faculty/Staff: _____

Name of the Institute: _____

: _____

Residential Address: _____

Contact No. Off: _____ Contact No. Res. _____

Email ID: _____

Alternative Email ID: _____

Date of Joining: _____

I agree to abide by the rules and regulations of the central library effective from time to time.

Date: Signature of Applicant

University Librarian/Library I/C
Director/Registrar

(With Seal)

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Annexure 6- Library Membership Form For Guest / Adjunct Faculty

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' grade
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

NAME OF THE INSTITUTE
LIBRARY MEMBERSHIP FORM FOR Guest / Adjunct faculty

Membership No. :
Employee code:

PHOTO

Name of Faculty: _____

Period of Guest /Adjunct Faculty: From ..... To .....
(DD/MM/YY)

Name of the Institute: _____

: _____

Residential Address: _____

Contact No. Off: _____ Contact No. Res._____

Email ID: _____

Alternative Email ID: _____

Membership for Academic Year: _____

I agree to abide by the rules and regulations of the central library effective from time to time.

Date: Signature of Applicant

Librarian/Library I/C Director/Registrar
(With Seal)

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Annexure 7- Institutional/Corporate Membership Form

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' grade
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

University Library
INSTITUTIONAL/CORPORATE MEMBERSHIP FORM

Membership No./Smart Card No. :

Please Paste Passport size photograph of authorized

The University Librarian,
University Library
Symbiosis International (Deemed University),
Lavale, Tal. Mulshi, Pune-412115

Dear Sir/Madam,

Please enroll our institute / Corporate's name as a Institutional member of the University Library, Symbiosis International (Deemed University). We have read the rules of the library and we will abide by these rules.. Passport size photographs of authorize person is attached herewith. The details are as follows:

1. Name of the Institute/Corporate: _____

_____

2. Name of the authorized person (IN BLOCK LETTERS): : _____

3. Designation: _____

4. Address of Institute / Corporate:_____

5. Address of authorized person:_____

6. Phone(R):-_____ Office:- _____ Mobile:_____

7. E-mail address:_____
8. Membership for Academic Year: _____

I agree to abide by the rules and regulations of the central library effective from time to time.

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Date:

Yours Faithfully,

Signature of the authorized person
(with seal of institution)

Rules

The Prescribed fess and the privileges for the external users shall be as given in table below:

Category	Refundable Deposit	Annual Fee	No. of Books	Loan Period
Alumni	Rs.2000/-	Rs.500/-	2	30 Days
Individual	Rs.2000/-	Rs.1000/-	2	30 Days
Institutional	Rs.10000/-	Rs.2000/-	3	30 Days
Corporate	Rs.10,000/- Plus Rs.2000/- (Admission Fee :one time non-refundable)	Rs.6000/-	5	30 Days

1. **As per the above table Books** will be issued against SIU library membership for the duration of **One Month**. (In absence of the authorized person, authority letter should be submitted.)
2. In case the Library Card/Smart Card is lost, the member will have to communicate the University Librarian in written immediately to avoid misuse.
3. If the Library Card/Smart Card is lost, and in case the book is taken by anybody else, then the authorised person will be held responsible.
4. At the time of retirement / leaving of job Authorized Person should have to return the Library Card/Smart Card to obtain **No Dues Certificate**.
5. In case any misuse of the Library Card/Smart Card is noticed the membership will be cancelled immediately.
6. Validity of Institutional Membership is from 1st July to 30th June (Academic Year).
7. The amounts of the deposit and the annual fees should be paid by separate Demand Drafts Demand Draft should be drawn in favour of "Symbiosis International University". Payable at Pune.

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Annexure 8- Alumni/Individual Membership Form

SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A' grade
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

University Library
ALUMNI/INDIVIDUAL MEMBERSHIP FORM

Membership No./Smart Card No. :

Please Paste Passport size photograph here

The University Librarian,
University Library
Symbiosis International (Deemed University),
Lavale, Tal. Mulshi, Pune-412115

Dear Sir/Madam,

Please enroll me as a Individual/Alumni member of the University Library, Symbiosis International (Deemed University). I have read the rules of the library and we will abide by these rules.. Passport size photographs and **recommendation letter of authorized person (In case of Individual Membership)** is attached herewith. My details are as follows:

7. Membership Type : Individual /Alumni:
8. If Alumni :
   A. Name of the Symbiosis Institute..... Name of Course.....
   B. Year of Admission.....
   C. Pass out Year.....
   D. PRN Number/Role Number .....

9. Full Name (IN BLOCK LETTERS):
: _____

10. Currently working Industry Name :
_____

11. Address of Industry :_____

12. Phone(R):-_____ Office:- _____ Mobile:_____

9. E-mail address:_____
10. Membership for Academic Year: _____
11. Purpose of the Library membership :_____

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I agree to abide by the rules and regulations of the central library effective from time to time.

Date:

Yours Faithfully,

Signature of the authorized person
(with seal of institution)

Library Rules for external user

The Prescribed fess and the privileges for the external users shall be as given in table below:

Category	Refundable Deposit	Annual Fee	No. of Books	Loan Period
Alumni	Rs.2000/-	Rs.500/-	2	30 Days
Individual	Rs.2000/-	Rs.1000/-	2	30 Days
Institutional	Rs.10000/-	Rs.2000/-	3	30 Days
Corporate	Rs.10,000/- Plus Rs.2000/-(Admission Fee :one time non-refundable)	Rs.6000/-	5	30 Days

1. **As per the above table Books** will be issued against SIU library membership for the duration of **One Month**. (In absence of the authorized person, authority letter should be submitted.)

2. The Library shall issue Smart Card/ Library Card to every eligible external user.

3. The user shall be required to show the Smart Card/ Library Card while using the library facilities.
4. The library books shall be issued to the external members as per the circulation guidelines.
5. In case, the Smart Card/ Library Card is lost by the external user, he/ she shall have to inform the librarian immediately.
6. The library shall issue duplicate Smart Card/ Library Card on payment of the amount decided by the central library committee from time to time.
7. The authorised Smart Card/ Library Card user shall be responsible for any miss use of the card and shall be liable for a fine and/ or cancellation of library membership
8. The external user retiring/ leaving the job shall have to return the Smart Card/ Library Card to obtain 'No Dues' certificate.

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9. Validity of Smart Card/ Library Card issued to the external user shall be for an academic year, from 1st June to 31st May only.
10. The amounts of the deposit and the annual fees should be paid by separate Demand Draft. Demand Draft should be drawn in favour of "Symbiosis International University". Payable at Pune.



Annexure 9- Library Stock Verification Report

Symbiosis International (Deemed University)

Name of The Institute

LIBRARY STOCK VERIFICATION REPORT FOR THE YEAR .....

Verification Start date: ..... **Verification End Date :.....**

Objectives of Stock Verification:-

1. Updating library stock
2. Rectify arrangement of books on shelves
3. Reveal the loses

Methodology adopted:-

1. Each book is tallied with stock verification sheet and crossed the number of available item on sheet
2. Verify issue records
3. Verify old record of missing list

Total books registered till 31st March 2018		

Summary 1

Item	Total No of books accessed	
Book		
AV Material		

Summary-2 Books

1. Books checked physically		
2. Books issued to the readers hence not checked physically (List Enclosed - Appendix 1)		
A) Students/ Faculty Old		
B) Students/ Faculty		
C) Staff		
D) Visiting Staff + Symbiosis Other Institutes		
3. Not Traceable/ Missing (List Enclosed - Appendix 2)		
E) Uptill previous year (Missing)		
F) Not Traceable Current Year		
4.Total No. of Books which is Missing in previous year/s and found in the current year (List Enclosed - Appendix 3)		
5. Lost & Cost Recovered (List Enclosed - Year wise - Appendix 4)		
6. Written Off* / Withdrawn* (List Enclosed - Year wise - Appendix 5)		

7. Any Other - (Bound Volumes)

Summary-3 AV Material

1. AV Material checked physically		
2. AV Material issued to the readers hence not checked physically (List Enclosed - Appendix 7(As per App.1 format))		
A) Students/ Faculty Old		
B) Students/ Faculty		
C) Staff		
D) Visiting Staff + Symbiosis Other Institutes		
3. Not Traceable*/ Missing* (List Enclosed - Appendix 8({As per App.2 format})		
E) Uptill previous year (Missing)		
F) Not Traceable Current Year		
4.Total No. of Books which is Missing in last year and found in current year ((List Enclosed - Appendix 9 {As per App.3 format})		
5. Lost & Cost Recovered AV Material (List Enclosed - Appendix 10 {As per Apndx.4 format})		
6. Written Off AV Material (List Enclosed - Appendix 11 {As per App.5 format})		
Requesting approval for withdrawal/writeoff books and AV material (List Enclosed - Appendix 6)		
Books		
AV Material		

***1. Not Traceable/Untraceable**- The items that are not found during the current stock verification will be termed 'not traceable/Untraceable'.

2. Missing- The items that were not traceable/Untraceable in the previous year will be termed 'missing'.

3. Write off- Write off will include items which are termed as missing, lost and cost recovered, Issued (left but not yet return)

4. Withdrawn- The items that are physically available but are outdated/damaged and must be removed from the library will be termed as 'withdr

For more clarification see the library manual point number 9 stock taking guidelines

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Index

Institute Name	Last Accession No.	Physically Verified	Untraceable in the current year	Missing in the current year	Untraceable last year and found this year	Lost and paid	Issued	Withdrawal/ writeoff
Year								
2018-19								
2019-20								
2020-21								

Institute Name Year	Last Accession No.	Physically Verified	Untraceable in the current	Missing in the current	Untraceable last year and	Lost and paid	Issued	Withdrawal/Writeoff
2018-19								
2019-20								
2020-21								

APPENDIX 1

STATEMENT OF BOOKS ISSUED BUT NOT RETURNED

Sr.No	Barcode	Cardnumber	Name	Title	Author	Book issue date	Price

APPENDIX 2

STATEMENT OF BOOKS NOT TRACEABLE/ MISSING

(Year wise statement)

20-- to 20--

Sr No	Acc No.	Title of the book	Purchase Date	Price
		Total		0.00

20-- to 20--

Sr No	Acc No.	Title of the book	Purchase Date	Price
		Total		**0.00**

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APPENDIX 3

Statement of the books not tracable in previous years but found in this year i.e 2021-22 (Current Year)				
Sr.No	Barcode No	Title	Missing/ Untraced year	Found year

APPENDIX 4
STATEMENT OF BOOKS LOST & COST RECOVERED

(Year wise statement) 20-- to 20--					
Sr No	Acc No	Title of the Book	Purchase Da	Price (Rs.)	Price Recovered
(Year wise statement) 20-- to 20--					
Sr No	Acc No	Title of the Book	Purchase Da	Price (Rs.)	Price Recovered

APPENDIX 5
Books Written Off/Withdrawn (Only Accession Number)

(Year wise statement) 20-- to 20--						
Sr. No.	Acc No	**Sr. No.**	Acc No	**Sr. No.**	Acc No	
(Year wise statement) 20-- to 20--						
Sr. No.	Acc No	Sr. No.	Acc No	Sr. No.	Acc No	

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