

### **4.3.1a Circular/ policy on the library as automated using ILMS**



# University of Patanjali

PVC & R/Notification-2018

Office of the Registrar  
June 18, 2018

## NOTIFICATION

### **Sub.: Library Operating Policies and Procedures**

The University Library Operating Policies and Procedures to be adopted henceforth is enclosed.

This comes into effect immediately.

By Order



**Pro Vice-Chancellor and Registrar incharge**

To,

1. Dean, Academic and Administrative Affairs
2. Professor, Philosophy
3. Professor, Yoga
4. Director, Placement cum Academic Administrator
5. Finance
6. Library
7. Hostel Warden Girls Hostel & Boys Hostel

Submitted to,

1. The Chancellor
2. The Vice Chancellor



**LIBRARY**  
**OPERATING POLICIES AND**  
**PROCEDURES**



**UNIVERSITY OF PATANJALI**  
**HARIDWAR**

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## 1. Introduction

The library at Patanjali was established in 2006. Since then, the library has grown as an integral part of this university to maintain its services to high standards in all areas. The University Library is well located in an area of 3500.3 square meters with a seating capacity of 450 users.

The space and the air- conditioned reading room are accommodated in a computerized and Wi-Fi enabled building. The library is equipped to support not only faculty members and the students, but also the research scholars. University of Patanjali (UOP) library provides an excellent ambience for self- study and research.

## 2. Mission

To support teaching, learning and research with state-of-the-art information that complements, education, reflective thinking and development of thoughts.

## 3. Vision

To promote knowledge and enrich learning community, which is committed to support the development and empowerment of the communities serve with integrity.

## 4. Purpose of policy

This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community .The policy will ensure that the quality of the collection is maintained through consistency in selection and de- selection processes and process of continuous evaluation.

## 5. Clients

The Library provides collection access to the following client groups:

- Students
- Faculty and staff
- Research scholars
- Alumni


## 6. LIBRARY RULES

### Rules and Regulations

Students and staff of University of Patanjali are eligible to access and use the Library by following library rules and regulations but to checkout library resources one will need to become a Library member. Alumni student and staff will be welcome to use the Library. Visitors from different academic institutions are also welcomed to use the Library with prior permission from the competitive authority.

  
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### A. General Rules

1. Every student must possess his/her University Identity card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
2. All the users shall sign in the Gate register and biometric finger print at the entrance of the Library.
3. Use of mobile phones in the Library is strictly prohibited.
4. Eating, sleeping and talking loudly are strictly prohibited in the library.
5. Readers should not mark, underline, dog-ear, write, tear pages or otherwise damage the Library documents.
6. Photocopy facility will be available in library.
7. Strict silence, decorum and discipline must be maintained in the Library.
8. A suggestion box will also be there outside the Library.

### B. Circulation Rules

Users are divided into the various categories and their entitlements, maximum number of books and number of days of issue is proposed in the following table. Instructors have the privileges to get the text books issued for the whole of the semester.

S.N	Members Category	Issue of Books	Issuing Period	Fine Per Day
1	Faculty/Sr. Scientific Staff	20	90 Days	0
2	Research Scholar/PhD.	06	30 Days	5
3	Integrated PhD.	06	30 Days	5
4	Student M.Sc./M.A.	02	14 Days	5
5	Student BSc/B.A.	02	14 Days	5
6	Technical Staff	03	30 Days	0
7	Administrative Staff	20	90 Days	0

1. Members are responsible for all books borrowed against their Library cum ID card.
2. Books having same title will not be issued simultaneously.
3. Reservation of books: Books will be reserved for two days only. In case the student does not collect the reserve book within two days, then it will be issued to next student or will be transferred to general section.
4. Borrower ID Cards are not Transferable.
5. The students who want to return all the books issued on their names are advised to wait until the book are shown as cancelled against their names.
6. For lost or damaged book (e.g. torned, missing page, loss of binding and wet book etc.), patron has to pay two times cost of the book along with overdue and other charges as applicable.
7. Entire volume cost will be recovered for the lost document if it is a part of multi volumes/issue set.
8. Faculty and Staff members are requested to return or renew the overdue books within specified time limit.
9. Books can be recalled any time in case of an urgent demand for the same, by the other users.

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### Journals/ Magazines

10. Journals / magazines on the display rack (latest issue received) are to be read in the Library.
11. Back issues of a journals /magazines are issued for a period 2 days.
12. Only one journal/Magazine will be issued at a time.
13. If a journal/ magazine which has been issued to a student is urgently required, the Library may call back the same from the student.
14. If a journal/ magazine is not returned on the due date, the borrower will have to pay Overdue charge at the rate of Rs. 2/- per day for the first five days and thereafter Rs. 10/-per day.

### Project Reports

15. Project reports are to be used in the Library.
16. Photocopying the project reports is strictly prohibited.

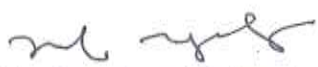
### C. Interlibrary Loans

Interlibrary loan and document delivery (ILL/DD) is a collaborative library service that uses local/ state, Libraries to obtain documents and other materials unavailable in a local Library's collection. University of Patanjali is a member of the consortium, called DELNET.

## 7. UNIVERSITY LIBRARIAN: ROLE AND RESPONSIBILITY

The University Librarian shall be the Head of the Library Management Structure. He/ She shall:

- a. Supervise and guide the Library Staff.
- b. Interact regularly with Deans and HoDs to identify their teaching and research requirements for facilitating acquisition of physical and digital learning resources.
- c. Disseminate information regarding online database, books and journals available to the academic community, as also to its subscription.
- d. Prepare the budget to the University Library for consideration in the Library Committee.
- e. Monitor and control the utilization of Library Budget.
- f. Obtain feedback from the library users and help resolve of their grievances, if any.
- g. Monitor the usage of the digital library, footfalls in the Library and report to the Pro Vice Chancellor from time to time.
- h. To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- i. To perform any such duties when allotted by the higher authorities.

  
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## 8. CONSTITUTION AND ROLE OF THE UNIVERSITY LIBRARY COMMITTEE

### 8.1 Constitution of Library Committee

S.No	DETAILS	STATUS
1	Pro Vice Chancellor	Chairman
2	Dean, Humanity and Philosophy	Member
3	Dean ,Research & Education	Member
4	Dean, Yoga	Member
5	Finance Officer	Member
6	Registrar and Deputy Registrar	Member
7	Pujya Swami Aarsh Dev ji	Member
8	Librarian	Member Secretary


### 8.2 Role of Library Committee

The library committee shall advise the University and guide the Librarian on the following matters:


- In the management of Central Library with Special reference to the services rendered to the users.
- Monitoring Library budget and its' control.
- Monitoring the usage of the Digital Library.
- Considering any matter referred to it by the Academic Council.
- Undertaking periodic reviews of the Library and make recommendations for improvement.

## 9. LIBRARY PROCUREMENT POLICY

- 9.1 The library would check the availability of suggested books, once suggestions are received from Faculty and students. These requests, in all cases, are to be routed through the respective HoDs/Deans/or Mentor in the case of students (Book recommendation form-Annexure: 1).

  
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- 9.2 Faculty and students may submit their suggestions as per the library reports with reference to the availability of books. The library team prepare the final list of books and obtains financial sanction for their acquisition from the Librarian/Pro Vice Chancellor as per the Financial powers delegated to the authority concerned.
- 9.3 On the recommendations of the faculty, the library may purchase multiple copies of only those books which are found to be in higher demand but not more than five copies of any book are procured at any time.
- 9.4 Quotations from various vendors will be collected and three vendors who offered maximum discounts, will be shortlisted. These shortlisted vendors will be asked to submit their quotation within 15 days and the book selection committee will identify the vendor, who offers maximum discounts.
- 9.5 Purchase orders will be send to the identified vendors.
- 9.6 Once books are received, the librarian and his team ensure that selected books have been received and payment process will be started.
- 9.7 The library team will make suggestions in regards to the names of potential suppliers so that Procurement Team can save time in identifying them.
- 9.8 The Librarian has to send a circular intimating that the procurement system will be centralized and instruct his team members/faculties and to send procurement requests to him. Once he collates these requests, the compiled document will be sent to the library committee once in a week or as per requirement.
- 9.9 The Librarian has also to appraise the approval system to all faculty members so that there will not any confusion in the process.


## 10. PURCHASE COMMITTEE

### 10.1 Constitution of Purchase Committee

S. No.	Details	Status
1.	Dean, Academic Affairs	Chairman
2.	Advisor, Learning Resource Centre	Member
3.	HoD of the concern department	Member
4.	University Librarian	Member Secretary

  
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### 10.2 Roles and Responsibilities of the Purchase Committee

- a. Faculty members identify the information resources.
- b. The Deans/HoDs of the concerned department will forward faculty request to the librarian to make arrangements for getting the quotations based on the intended specifications.
- c. Comparative charts of quotations received will be prepared.
- d. The purchase committee will deliberate on the quotations, specifications and negotiate.
- e. Recommend the suitable vendor for the procurement.
- f. The committee meets as and when needed.
- g. Exploring possibilities of identifying new sources of supply at competitive rates.

### 10.3 Guidelines for accepting Donated Books

- a. The acceptance of donations is at the University's discretion.
- b. While welcoming all donations, the University has to ensure that such donations contain course-related books and are of academic interest.
- c. Donors are requested to ensure that they send relevant details of books to the librarian before bringing physical volumes, if possible.
- d. If the number of books is unusually large, the University Library may help donors with the listing of the books to be donated.
- e. Accepted gifts become the property of the University.

### 10.4 Weeding Out Process


- a. In the weeding out process, the Library team identifies old and obsolete titles that are not used during the last 5 years' period.
- b. The Library team will then prepare a list of old and obsolete titles not used since last 5 years.
- c. The list will be circulated to concerned departments the list gets approved by Library Advisory Committee.
- d. The approved books will be withdrawn from the live collection and placed for pick up by users free of cost for their academic use.
- e. For the remaining titles, Library will take the Financial Approval from Competent Authority before disposal as junk paper.

### 10.5 Journals & Magazines/ e-journals:

- a. The department wise list of print and e journals are compiled and forwarded to the respective HODs before placing them in the Library Committee meeting.

  
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- b. New required journals/Magazines/e-journals will be subscribed calendar year wise.
- c. For renewal of previously subscribed journals/e-journals, their usage statistics will be reviewed for continue or discontinue them.
- d. Previous year journals/Magazines/ Standards/Acts issues etc. will be purchased as and when required.

## 11. POLICY RELATED TO USE OF PLAGIARISM CHECKING SOFTWARE

UGC has underlined the importance of academic integrity in scholarly publications and accordingly, namely **Turnitin** and **OURIGINAL** formerly **URKUND** came into being. This policy suggests that all faculty members should get Login Credentials. Turnitin being a paid Plagiarism checking software and hence the pricing of the following years licensing can be based on the usage of the current year. Hence, this policy provides to reduce the submission frequency to two, that means student project can only be submitted two times for similarity checking instead of the current practice of three times.

## 12. MEMBERSHIP

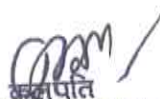
- a. Library will provide membership to all bonafide Students, Teaching and Non-teaching staff members of University of Patanjali.
- b. At the beginning of each semester students will take no-dues certificate.
- c. Student will renew membership at the beginning of each semester till the University has its own Identity card for the Students.

## 13. Factors that affect the access of the Library and its resources

1. Library rules
2. Library Infrastructure
3. Way of disseminating the current affairs and information
4. Availability of sufficient books or learning material
5. Level of encouragement and technique for sharing material
6. Availability of innovative resources, content, and information

  
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#### 14. Objectives to enhance the usage of the Library both physically and online

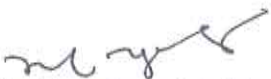
- a. Promote information and digital literacy across the curriculum.
- b. Promote culture of continue self-improvement through online/ offline mode.
- c. Promote reading, learning, searching, exploring, inclusion and discovery skills
- d. Promote contribution of the library to students, teachers, and society
- e. Promote graduate, post graduate and doctoral students to develop better values and higher standards in their academic and professional goals.

#### 15. High impact Practices (HIP) of Library

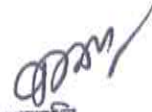
High impact practices are to boost and enrich connectivity with students and faculty as partners and contributors. Hence, the library shall plan/ scheme to promote self-learning through effective materials and advanced facilities available in the library to the greatest possible extent. It is very important to realize the importance and potential of the library.

University library can be decoded as a reservoir of books and Information. However, before considering any means or method, factors influencing the use of libraries and their resources must be identified to make the best choice or to use the best method. Following measures will be taken into consideration.

- a. The library should conduct the orientation program for the students explaining about the library resources and services available for maximum use of the library. Orientation helps and is useful to the new student at the beginning of each academic session, revealing the importance of the library and unfolding its various services.
- b. Each library should regularly display its feature, facilities, resources and update its collections its feature, facilities, resources and also its collections and information on the notice board, university website.
- c. Attract students and faculty members by creating a conducive atmosphere in the Library.
  1. Ensure real-time collection in the Library (online/offline)
  2. Ensure the maximum transaction hours (allotment, return and reissue of the book/others).
  3. Ensure that libraries have a good number of up- to-date and functioning computer systems, along with all relevant ICT tools ( to provide optional access to content).

  
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4. University Library should periodically measure the resources and services of its Libraries to ensure that it meets the established objective of the Library.
- d. To understand the scope of improvement and weakness, the online feedback mechanism (goggle form) should be chosen; for the services & resources available, the feedback (questionnaire attached as Annexure-1) should be conducted at least 2 times in semester and should be support by the outcome-based reports and responses.
- e. Motivational signages at important places of the University should be placed.
- f. The suggestion box should be placed at the prominent places in the Library, where the user can share their views/idea, as a valuable suggestion.
- g. Strategic planning to acquire attention of library members and users by adding new services and documents etc.

**Exclusive section for books on various competitive exams such as-**

- UGCNET, GATE, Central Teacher Eligibility Test (CTET)
- SSC, UPSC, CDS

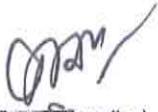
**Magazine selection (weekly, fortnightly, monthly, and yearly subscriptions)**

- Civil Service Chronicles
- Partiyogita Darpan
- Competition Success Review
- Outlook
- The Week
- Amar Ujala Safalta
- Customer Awaz etc.

Further, sufficient copies of The Hindu and The Indian Express, apart from TOI and HT-which are important for students preparing for competitive exams will be added.

  
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## Conclusion

The emphasis is to enhance the academic and professional shape of the student. The library should coordinate with career council University of Patanjali skill team to develop the learning dimension and connect with the best opportunities available within the learning and exploring period.

### Annexure-I

#### Feed Back Form

(For Library)

(Generate Google Form to take feedback and obtain the report, share the questionnaire via student e-mail ID)

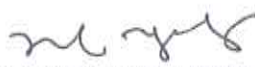
The purpose of this questionnaire is to gain insight into use of library resources and facilities that you commonly and preferably use while preparing for study. Your cooperation is requested to complete the questionnaire. The information collected will be kept confidential and will be used only for improvements of the library functioning and facilities.

Personal Details:

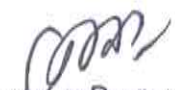
Name : \_\_\_\_\_ Student ID : \_\_\_\_\_  
School : \_\_\_\_\_  
Program : \_\_\_\_\_  
Year : \_\_\_\_\_

1. How often do you visit library?
  - a. Daily
  - b. Weekly
  - c. Monthly
  - d. As and when required or reference given in study material
  - e. Never
2. Purpose to visit the library.
  - a. To do assignments, book, project reading.
  - b. To do subject research
  - c. To update my knowledge
  - d. To read magazines/book/notes/newspaper etc.
  - e. To explore the competitive exam books, literature, or content
3. Do you think it is important and essential for the students to use the library resources effectively for learning and profession development?
  - a. Yes
  - b. No

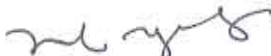
If no, please explain, why? \_\_\_\_\_

  
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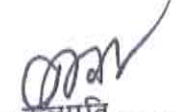


  
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4. What motivates you to visit library?
- It is peaceful environment to study
  - The range of study material is up to the requirement
  - Internet and computer facilities in library for research and study material
  - Nothing special that motivates for visiting/revisiting the library
5. Are you regularly receiving information regarding new arrivals, collection, and e-resources through the website/social media platform etc.?
- Yes
  - No
6. If you are dissatisfied with the services and resources of the library, please indicate the main obstacles?
- Insufficient help
  - Inadequate library tool and resources
  - Inadequate computers and e-learning platform
  - Very tiny collection of the relevant subject  
(Please name the subject) \_\_\_\_\_

  
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**Annexure: 2**

**University Of Patanjali Library System**

**Book Recommendation Form**

Department of .....

Date:  
Form No.

Name of the course:

Name of the department:

Term:

No. of Students in the class


S. No.	Information about Books					Type of Books		Whether prescribed in the syllabus (Y/N)	Required Copies	Name of the Faculty/ Student Recommending Books	For Library use only	
	Title	Author	Publisher	ISBN	Price (Rs.)	Reference (Y/N)	Text (Y/N)				Availible copy in library	Total required copy

Signature of the Dept. Head

Signature of the University Librarian

  
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Annexure: 3

**University of Patanjali Library System**  
**Journals/ Online Database Recommendation Form**

Date:  
Form No.

Name of the Faculty Recommending:

Name of the department:


S. No.	Name of Journal/ Online Database	Publication	Frequency	Price	E-Journal	Hard Form	Remarks

Signature of the Dept. Head

Signature of the University Librarian

  
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