

LIBRARY POLICY

(LP-2021)

(Revised version of LP-2019)

KARE/IQAC/LP/2021/01



Approved by BoM on 5th June 2021

KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION

(Deemed to be University)

(Under the section 3 of the UGC Act 1956)

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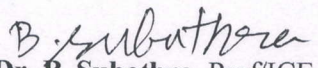
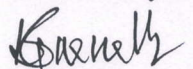
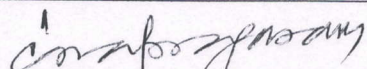
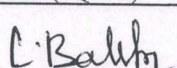
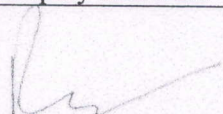
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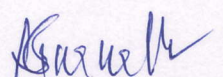
The guidelines and procedures for the procurement of learning resources have been modified in the Library Policy 2019 (LP-2019) and an additional section has been included for plagiarism detection software. Kindly refer to the subsections 3.5 and 3.11.

History of Library Policy

S. No.	Newly Added Title/Revised	LP-2019 (1 st Version)	LP-2021 (2 nd Version)
1	Procurement of learning resources	Available (Sub-section No. 3.5)	Revised (Sub-section No. 3.5)
2	Plagiarism Detection Software	Not Available	Newly Added (Sub-section No. 3.11)

Library Policy Preparation and Verification Team

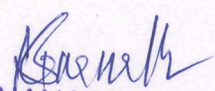
Prepared by	Name and Designation  Dr. B. Subathra , Prof/ICE & Dy. Director/C-RACE Convener, Library Committee  Dr. D. Gnanasekaran University Librarian
Reviewed by	 Dr. C. Sivapragasam Director (IQAC)
Compiled by	 Mr. C. Balasubramani Deputy Librarian
Approved by	 Dr. R. Nagaraj Vice-Chancellor

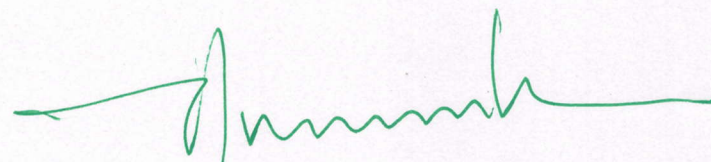

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LIBRARY POLICY

1 Purpose

The library is a teaching and learning hub where the staff and students have unlimited access to the learning resources such as books, journals, and e-resources. Hence, the policy provides guidelines and directions to library staff, faculty members and students on collection development and effective utilisation of reading resources.

2 Scope

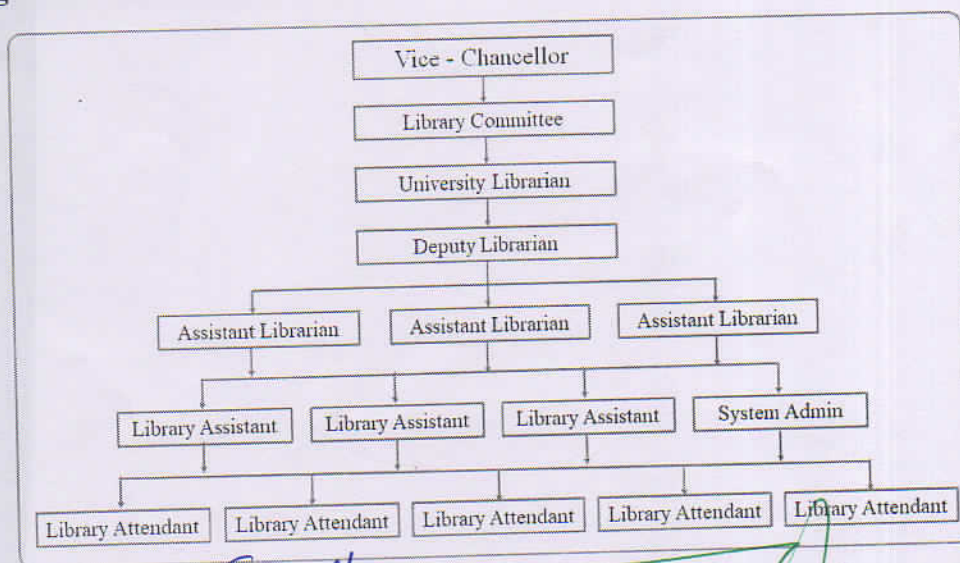
This policy would apply to all staff including teaching and non-teaching, students, and research scholars of the Kalasalingam Academy of Research and Education. It would also apply to the external users only when authorised by the authorities to make use of the library facilities and services based on the applicable terms and conditions for such a facility.

3 Policy Statement

3.1 Role of Library

The library would support the teaching, learning, and research activities of KARE. Further, it would be responsible for the collection development, and maintenance of all resources as deemed necessary for students and faculty of various courses/programs/disciplines at KARE. It would collect, manage and facilitate dissemination of knowledge through physical as well as e-resources, maintain digital repositories, conduct programs to popularise the library services, and efficiently manage the staking, usage, and other knowledge dissemination activities including conducting Orientation, seminars, conferences, book exhibitions, etc.

3.2 Organisational Structure



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3.3 Library Committee

The function of the Library Committee is to support and provide suggestions for the library's development. The Library Committee would be constituted by the Vice-Chancellor once a year. The committee would consist of faculty members, student members, and the University Librarian. A senior faculty member of the rank of a professor would be nominated as the Convener and the University Librarian would be the Secretary of the committee. The committee would meet at least once a year and discuss various issues on the library development and would implement the strategies for improvement and optimal utilisation.

Duties and Responsibilities of the Committee:

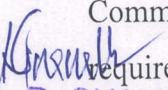
- Provide suggestions for effective library management.
- Assess the funds' requirement for the procurement of books, journals, e-resources, and other items and formulate a budget to be submitted to the authorities.
- Frame code of conduct for the library staff and users.
- Render advice to the University Librarian for the procurement of reading resources, e-resources, digital repositories, and use of A-V tools for the benefit of the users.

The Vice-Chancellor would constitute the Library Committee and sends Circular to all members. After receiving the circular, the Convener would send a meeting notice/circular to the members with a copy of the agenda. Minutes of the committee meeting would be recorded by the Secretary and sent to the Convener for scrutiny. After the scrutiny by the convener, the minutes would be sent to the Vice-Chancellor for approval.

3.4 Library Budget

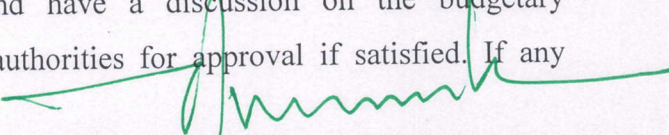
A library budget is required for allocating finance for the procurement of the reading resources and providing access to the information sources to the library users. The annual budget is very essential which includes the components such as the purchase of books, subscriptions to periodicals (journals and magazines), e-resources and memberships, etc. The library fee is included in the annual tuition fee collected from the students. This is the primary source for the library budget. The overdue charges and reprographic service charges are the secondary sources of the library budget.

The University Librarian would prepare the budget requirement for the procurement of books, journals, e-resources, and other items and would place the same in front of the Library Committee. The committee would review and have a discussion on the budgetary requirement and recommend the same to the authorities for approval if satisfied. If any


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changes are needed, it would suggest the University Librarian modify the requirement accordingly and the modified budget would be forwarded to the authorities for approval.

3.5 Procurement of Learning Resources

The library puts much effort into collection building by identifying, evaluating, selecting, physical processing, and bringing it available to the end-users. The reading resources (books, periodicals, e-resources, etc) would be procured based on the requirements received from the head of the departments. The paperback editions with Indian reprints would be preferred. The resources would be purchased and processed as per the Library Standard Operating Procedures 2021 (Library SOP-2021).

The latest editions of books would be purchased with multiple copies if the requested books are not available at the library or available with very few copies. The books donated/gifted in a good physical condition by the authors, individuals, organisations, etc would be accepted. Accession Register, approval file, purchase order file, and invoices file would be maintained for the procurement of books.

Periodicals are a very important component for any academic and research organisation. They are the carriers of research communications which is the primary source of information. The recommended titles would be subscribed if the funds are available. All existing subscriptions would be renewed. The issues of the received journals/magazines would be displayed in the current periodical section. Periodicals register, approval file, subscription order file, invoices/bills file, and reminder file would be maintained for the subscription of the periodicals.

The non-book materials would be purchased based on requirements and along with them, the CD-ROMs received with the printed books, and magazines would also be made available.

The purchase suggestions, duplicate checking, purchase orders, and accessioning of books, periodicals, and non-book materials would be done through ILMS.

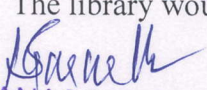
3.6 Library Services

The working hours of the library are

Weekdays : 9.00 a.m. to 9.00 p.m.

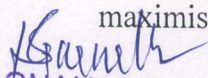
Saturdays : 9.30 a.m. to 5.00 p.m.

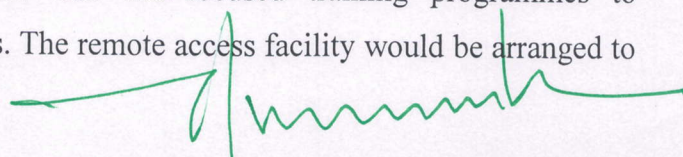
The library would be closed on Sundays and other notified holidays.


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- The circulation section plays a vital role not only in the transaction of the materials and also in maintaining a relationship with the users. The section would also deal with the registration of new members, transaction (issue/return/renewal) of reading resources, Inter Library Loan (ILL), sending reminders for overdue issued documents, attending to user queries, and maintaining the circulation reports, reservation register, overdue records, etc. All the students and staffs (both teaching and non-teaching) are members of the library and are entitled to borrow books. The books available in the lending stack section would be allowed for the users to borrow. The current periodicals, back volumes, thesis, project reports, question papers, and audio-visual materials would not be allowed to borrow and they would be allowed to refer only to the library. The reference books would be allowed to borrow only on the weekend. The circulation of books would be done as per the SOPs.
- Important reference books like encyclopaedias, dictionaries, handbooks, manuals, yearbooks, and reports would be maintained in the reference section.
- The non-book materials like CD-ROM and audio-visual materials would be maintained in Media Resources Centre (MRC) which is equipped with the computes, headphones, etc. A video-conferencing hall is available with a seating capacity of 250 users and it would be used for both video-conferencing and virtual learning. A DD Free Dish has been installed to have access to the MOOC courses telecasted through 32 dedicated TV channels, to promote e-learning, under Swayam Prabha. Along with the purchased materials, the CD-ROMs received with the printed books, magazines would also be kept in this section.
- The library would subscribe to e-journals, e-books, and e-databases to promote research and e-learning. An E-Library and Media Resource Centre (MRC) have been established to access the e-content and audio-visual materials. An Institutional Digital Repository, Online Public Access Catalogue (OPAC), and NPTEL courses would be made available at the library. The library would facilitate an internet and Wi-Fi facility.
- Printing, reprography, and scanning facilities would be made available to the users and a nominal charge would be applicable.
- The library would subscribe to e-journals, e-books, databases, research assistant tool, etc. The library organises awareness and user-focused training programmes to maximise the usage of these resources. The remote access facility would be arranged to


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the e-resources subscribed through associate membership, Google CASA, pairing the device at the IP ranges, etc.

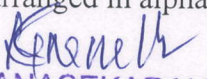
3.7 Memberships

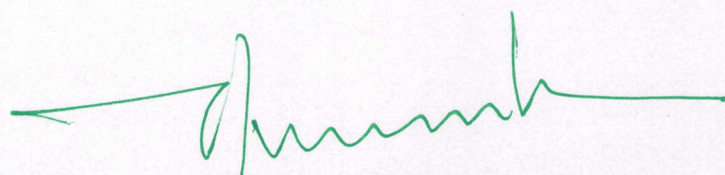
The library is an institutional member of DELNET, Shodhganga, eShodhSindhu, the National Digital Library of India (NDLI), and the Current Science Association.

- The users would borrow books from other libraries through DELNET membership under ILL and get articles under the document delivery service. In the same way, our library would issue books to the other libraries.
- The Ph.D. theses submitted by the research scholars at KARE would be uploaded to the Shodhganga theses repository.
- The prices negotiated by the eShodhSindhu consortium would be used to subscribe to the e-resources.
- NDLI provides a single-window search facility to act as a one-stop-shop for all digital resources free of cost. The University Librarian would arrange for the bulk registration of the faculty members and the students as NDLI members.
- Our library is entitled to receive a free subscription to Current Science journal forever.

3.8 Organisation of Resources

The library has books (textbooks and references), periodicals (current issues and back volumes), Ph.D. theses, project reports, non-book materials, online resources, etc. Organisation of resources is very essential to ensure maximum utilisation. The books allowed for lending would be arranged in the lending stack section. The encyclopaedias, handbooks, dictionaries, manuals, reports, and books with high cost would be maintained in the reference section. The subject-wise organisation of the books based on the Universal Decimal Classification would be done. All book stacks would be labeled for easy access. The Ph.D theses, M.Phil dissertations, and the project reports submitted by the UG/PG students would be segregated department-wise and arranged in a separate section for easy access. The current issues of the journals, magazines, and newspapers would be displayed in the racks in the current periodicals section, and bound volumes would be kept in Back Volume Section and arranged in alphabetical order.


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3.9 Maintenance of Resources

Maintenance of resources includes proper shelving, arrangement, shelf rectification, dusting, cleaning, etc. The resources would be shelved in the respective section logically to save time for the users. The resources would be arranged on the shelves and shelf rectification would be carried out every day. The mutilated books would be going through the binding process to make them available to the users in the future. Dusting and cleaning the stacks would be done at the regular interval. The non-book materials like magnetic discs, audio cassettes, and video cassettes would be kept in closed stacks.

3.10 Stock Verification

The physical stock verification would be conducted at the end of the academic year to find the losses, misplacement of books, and mutilated books that need repair. The Vice-Chancellor would nominate a team to carry out the stock verification and the library staff would assist the team. The final list of books not found would be prepared and submitted to the Vice-Chancellor. Further action would be taken according to General Financial Rules, 2005 of the Government of India. The books lost and mutilated would be written off after obtaining approval from the authorities.

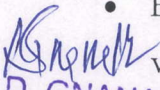
3.11 Plagiarism Detection Software

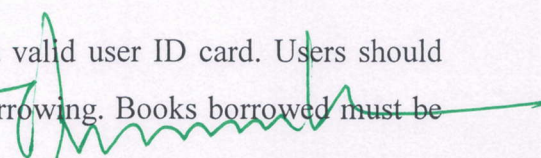
The library has access to cloud-based plagiarism detection software URKUND provided by the MHRD under the Shodhshuddhi scheme. The research articles, Ph.D. theses, M.Phil dissertations, and project works would be checked for similarity as per SOP.

3.12 Code of Conduct

The faculty members, non-teaching staff, and students would strictly adhere to the following codes of conduct.

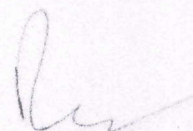
- All students and staff members (teaching and non-teaching) shall always register their visit to the library at the main gate.
- The user would deposit their bags/belongings (Other than valuables) at the personal belongings counter. Personal books and notebooks would be allowed inside the library for reading.
- Books would be issued only on the production of a valid user ID card. Users should verify the physical condition of the books before borrowing. Books borrowed must be


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returned on or before the due date. For late return of books, overdue charges would be collected as per rules in force. If a borrowed book is lost or mutilated, the user has to replace them with a new book with the same specification. If the same specification is not available, the latest edition of the book should be returned. Books would be renewed if there are not any current reservations.

- Any marking, scribbling, or writing in the book by the members would be strictly prohibited. The books shall not be replaced in the selves by the users. The users may bring and use their Laptop inside the library.
- Strict silence shall always be observed in the library. Members shall avoid littering to maintain the library neat, clean, and tidy.
- The library facilities shall not be misused. Misuse of library facilities is an offense and calls for punishment.
- Misbehaviour in the library would lead to cancellation of membership and also serious disciplinary action.
- The library staff would always be approached for assistance.



Vice-Chancellor

Name: Dr. R. Nagaraj

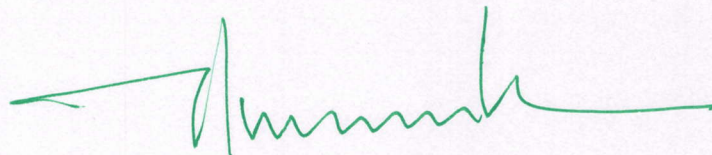
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CC to: Registrar, Controller of Examinations, Directors and Deans

CC to: All HoDs with request to circulate among Faculty members and Web Admin

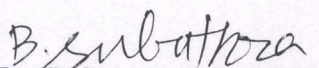
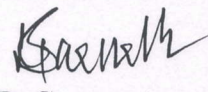

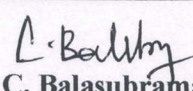
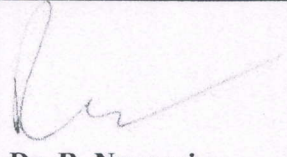


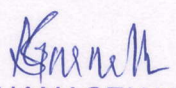
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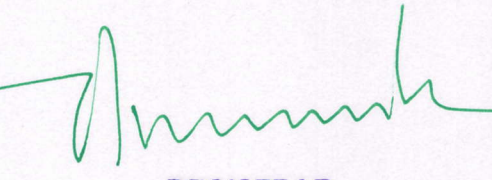


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Approved by	 Dr. R. Nagaraj Vice-Chancellor


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