

Library Manual

REMESH MOHAN LIBRARY
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

2015

Introduction

The Library was established in the year 1958 as a separate unit of the EFL University (formerly Central Institute of English and renamed in 1973 as Central Institute of English and Foreign Languages) to provide bibliographic, documentation and information support to the teaching and research programmes of the University. The Library moved into its new building in July 1988 and was named as Ramesh Mohan Library after Prof. Ramesh Mohan, former Director of the Institute.

The library since inception has been constantly acquiring books and other reading materials by duly following certain practices and has been providing varied library services to the faculty members and students. Several librarians in the past have taken certain decisions and the same are being carried out and most of these practices do not have approval from the competent authority.

This manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, and the management of other academic support facilities should be carried out.

The manual is divided into six chapters, viz. a) organizational structure b) acquisition of books c) subscription of journals d) security measures, weeding of books and stock verification e) library membership and f) facilities.

Once the manual is approved by the competent authority, the library would adhere to the rules and regulations stipulated in the manual in the collection development and management of library services.

Chapter 1

Organizational Structure

The Vice-Chancellor is the competent authority to take a decision on all the matters pertaining to the library and accord financial and administrative sanctions. The following committees/officials as stated below, would recommend to the Vice Chancellor on collection development and provision of effective library services.

1. Library Committee
2. Dean Library
3. Librarian

The role and responsibilities of each of these bodies are briefly stated below.

i) Library Committee

The Composition of Library Committee (as per the Ordinance 4.3 (4.4) of the University) is as follows.

1. Vice-Chancellor or Nominee (Chairperson) Or
Dean Library
2. Deans of Schools
3. Dean Students' Welfare
4. Proctor
5. One Person from each of the Schools nominated by the Vice-Chancellor but not necessarily members of the Academic Council
6. Two research Scholars and two post-graduate students, to be nominated by the Vice-Chancellor
7. Librarian (Ex-Officio Member and Secretary)

Duties and functions of the Committee:

- To frame general rules for the management of the Library;
- To advice the Librarian regarding general library development;
- To prepare the annual budget estimates of the Library for submission to the Executive Council, through the Finance Officer;

- To allocate funds, from the sanctioned annual budget of the Library, to the Schools, Departments for the purchase of books journals and periodicals;
- To arrange for the stock taking of the Library;
- To prepare and submit to the Academic Council, through the Vice-Chancellor an Annual Report summarizing the activities and achievements of the Library;
- To perform such other duties as may be assigned to it by the Academic Council/Vice-Chancellor.

Minutes of the Meeting: Meeting minutes shall be recorded by the Librarian, as Member Secretary and circulated to all members for consideration and approval.

ii) **Dean (Library)**

Dean Library (as per the Ordinance 3.7.4 of the University) is appointed by the Executive Council on the recommendation of the Vice-Chancellor and shall exercise such powers and perform such duties as may be assigned to him/her by the Vice-Chancellor. The Dean Library shall hold office for a term of two years and he/she is eligible for reappointment. He/She will be provided with an Office and other facilities to enable him/her to discharge his/her duties.

iii) **Librarian**

The English and Foreign Languages University Act 2006 under section 11 has identified the Librarian as one of the officers of the University. The Librarian shall be appointed by the Executive Council on the recommendations of the Selection Committee constituted for the purpose and he shall be whole time salaried office of the university. The Librarian shall exercise such powers and perform such duties as may be assigned to him by the Executive Council.

Duties of the Librarian

- He/she shall have general overall supervision over the University Library.
- Preparation of the Library Budget, renewal of subscriptions, purchase of all requisitioned library materials, books, periodicals.
- Annual Physical verification of books, periodicals. He/she shall perform such other duties assigned by the Vice-Chancellor.

Chapter 2

Procurement of Books

Procurement of learning resources relevant to the academic and research requirements of the university constitute a primary responsibility of library. Library shall make a systematic effort in collection building process through identifying, evaluating, and acquiring learning materials relevant to the academic and research requirements of the university.

1. Acquisition Policy

- The library is charged with the responsibility of serving the reading, reference and research needs of students and faculty members of the university.
- Library shall build a collection containing the materials that best suit the academic and research needs of its users.
- It is the aim of the library to build in all appropriate fields a collection of the highest degree of excellence subject to the availability of library grants.

2. Guidelines for Acquisition of Books (Print + e-books)

The following guidelines shall be adhered to while procuring books (print + e-books) for the library.

i) Books, journals etc. acquired by the library does not fall under the term 'Goods'. The general rules (as mentioned in Chapter 6: Procurement of Goods and Services of the General Financial Rules) regarding procurement of goods required for use in the public service are not applicable for procurement of books, journals etc in the library. Tenders/quotations need not be invited for purchase of books/journals.

ii) Librarian (not below the rank of Deputy Secretary to the Government of India) subject to the powers delegated under Delegation of Financial Powers Rules 1978 may purchase books etc. from the reputed and standard book-sellers on the prevalent terms and conditions. Tenders need not be called for the purpose. The criteria for identifying a reputed and standard book-sellers shall include, a) Issuance of Permanent Account Number in the name of book shop, b) existence of a book shop in a locality, and c) Registration certificate issued by the Government Department, and d) bank account in the name of book shop.

iii) Library Committee shall approve the annual budget estimates of the library for submission to the Executive Council, through the Finance Officer. The library through a separate note shall obtain financial sanction for procuring books in the library and thereafter shall restrict book purchases to the extent financial sanction is accorded.

iv) Departments that show a higher research potential receives higher allocations from the library grants. Library shall acquire e-books in the first instance. In cases where e-books are not available for the suggested titles, the library shall acquire hard copies of the same.

v) The Dean Library will plan for acquisition of books, journals and other reading materials and get the process of acquisition of books efficiently through the Librarian.

3. Acquisition of Books

i) Book suggestion forms shall be made available separately for print books and e-books. The individual faculty member desirous of recommending books shall fill in the suggestion form, get the approval of the respective head of the department and send the same to the library. The library shall forward the book suggestions received to the Dean Library for his/her approval. After the approval from the Dean Library is obtained, the library shall place purchase orders with the reputed book sellers. Once the Dean Library approves the title (print + electronic) for acquisition, there is no further requirement of obtaining approval from the higher authorities

ii) The Library shall place purchase orders with the reputed booksellers by adhering norms stipulated in the Good Offices Committee issued from time to time. The library shall get 20% library discount for Indian books and 15% discount for foreign books, and 25% discount on multi-volume titles and books costing over Rs. 10,000/-. Prices for books in foreign currencies are calculated at GOC rates prevalent at the time of preparation of invoice by the vendor. For titles which are out of print/published by obscure publishers/urgently needed by research scholars, the library may acquire these titles from Online bookstores like, Flipkart, Infibeam, Amazon.in etc. The vendor in such purchases shall pass over the discount they have earned to the library and may add 15% handling charges on the cost of the titles.

iii) Central and State Government publications in case carry no discount, the library shall procure these titles without discount and on the cost price. For short/no discount titles procured from abroad against specific order the importer or the library supplier is expected to work on a margin of fifteen per cent on net landed cost. The Invoice is to be prepared on the following terms.

“Published price minus (-) discount earned plus (+)15 % handling charges (+) actual freight clearance, bank and post charges. The vendor shall furnish a documentary evidence obtained from the publishers/foreign vendors to this effect to the library.

iv) The vendor shall always supply latest editions of the books ordered. They should always supply paperback editions of the titles. Indian reprints/editions, if available should be supplied. The vendor shall consult the Librarian beforehand if they intend to supply hardback editions, if the ordered paperback edition is not available.

v) The vendor shall acknowledge the receipt of purchase order within 10 working days and shall supply titles, a) within 60 days from the receipt of purchase orders in case of foreign books and b) 20 days if books are published in India.

vi) In certain cases, the book-seller may insist on advance payments for procurement and supply of books. The Library shall make advance payments in such cases and maintain a separate record of advance payments. After the books are received in such cases, relevant entries also has to be made in the Advance Payment Register.

viii) The Supplier shall append the following declaration on the bills:

- a) Only latest editions have been supplied and are not remainder titles.
- b) Income Tax Permanent Account No. (PAN) of the supplier must be provided
- c) The prices have been correctly charged and in accordance with the Publisher's/ Importer/s/Distributors Invoices and Publishers' catalogues.

ix) Accepted price proof (signed & stamped by supplier) are as follows:

Xerox copy of the Distributor's invoice to supplier/ print out from the publishers catalogue duly certified by the vendor. For some Indian publications, prices are mentioned on the title. Alternatively, Library also shall cross verify the prices from publisher's website.

x) The library shall prepare list of books sellers/journals subscription from whom the books shall be procured and submit the same to the competent authority for approval in the beginning of financial year.

3.1 Receipt of Books from the Vendors

i) Books supplied by the book sellers shall be verified with the purchase order for correctness of titles and the same shall be entered into the accession registers maintained (language-wise). The pages in the accession register shall adhere to the norms stipulated by the GFR (Form GFR 35).

ii) The Acquisition in-charge shall make requisite entries on the invoice copies and obtain the signature of concerned officers in the library and send the same to the Finance wing for payment. No invoice shall remain in the library beyond seven days. Disparity if any found in the invoice, the same shall be returned to the supplier within three days. Processed invoices shall be sent to the Finance Wing for payment on every Friday of the week.

iii) Finance department shall make payments to the vendors within fifteen days from the receipt of Invoice from the library. Should there be any discrepancy the finance department shall return the invoice to the library within seven days from the receipt of invoice. A copy of the remittance of payment made by the Finance Department to the vendors shall be sent to the library for records.

iv) Reading materials like Dissertation/Theses/Reports and the Books received as Gifts shall be accessioned in the separate Accession Registers. The library shall receive gratis books only if they are relevant to the academic and research activities of the University

3.2 Maintenance of Registers

i) The following files and registers shall be maintained in the Acquisition Section of the library.

1. Accession Registers since inception.
2. Original financial sanction obtained from the competent authorities towards purchase of books, journals, binding and any other expenditure.
3. Purchase orders and duplicate copies of invoices.
4. Books sent for binding and duplicate copies of invoices.

The above files and registers should be made available whenever required for Audit/inspection against written orders from the requesting departments.

3.3 Intimation to the Concerned Departments

The Library shall communicate in writing, the details of the books acquired in the library to the respective Heads of the departments who have recommended those books. At the end of a financial year, the library shall intimate the concerned departments the total number of books acquired and the amount spent towards their purchase.

3.4 Technical Processing of books

i) Accessioned books have to be provided with the classification numbers and subject headings. Dewey Decimal Classification System for providing classification numbers and Library of Congress Subject Headings for rendering subject headings shall be followed. First three alphabets of the author/corporate body shall be used for book number. This system shall continue to be followed for uniformity and consistency. The titles shall be thereafter catalogued with the library software in use. At present the library is using NewGenLib Software.

ii) After cataloguing, the books shall be pasted with due date slips, book pockets, spine label, barcode label and tattle tape and displayed in the New Arrival display rack for fifteen days. Thereafter these books shall be filed in the stack areas.

Chapter 3

Subscription of Journals

The academic and research journals (print + electronic) and e-database constitute an important source of nascent information for academic and research activities of the University. Journal subscription (print) involves, a) making an advance payments, b) receiving and recording of journal issues, c) recording the receipt of journal issues in Kardex/Registers, d) sending reminders for missing issues and d) binding the loose issues after receipt of all the issues. effort shall be made to collect all the issues at the end of the year and send them for binding.

The work relating to e-journal/e-database subscription involves, a) ensuring that the online access to the subscribed titles are always available in the campus, b) multiple access is provided within the campus, and c) articles can be downloaded without any restriction stipulated by the publisher.

1. Acquisition and Selection Policy

The Acquisition and Selection Policy as stated for books holds good for journal subscription as well. However, while subscribing journals, first preference shall be given towards subscription of e- journals only. In such instances where the publisher brings out only the print journals, the same shall be subscribed by the library.

2. Preparation of Journals List for Subscription

i) The process of renewal of journals (print + e journals) shall be carried out at least six months in advance so that by December or early January renewals are done and subscription is continued without any discontinuation of issues.

ii) The Library shall prepare list of journals subscribed during the year and submit the same to all the heads of the departments by 30th July of that year for additions/deletions. Each department shall scrutinize the titles mentioned in the list and recommend to the library, the additions/deletions of the journals on or before 15 September of that year.

iii) The Library shall prepare the consolidated list of journals subscribed during the year together with the recommendations for additions/deletions as received from the heads of the departments. The list thus prepared shall be presented to the Dean Library for his approval. After obtaining the approval from the

Dean Library, the list of journals to be subscribed for the ensuing year shall be presented in the library committee meeting (for approval) which normally shall be convened in the month of September of that year.

iv) The Library shall carryout the actual usage of journals (by the faculty and research scholars) by pasting journals usage form on each of the journal issue received in the library. The journal usage slip shall contain name of the user, designation and date on which it was referred. Whenever a journal is taken from the display unit, the concerned library user shall write his/her name, designation and date on the usage slip appended to the journals. Library shall consolidate the data obtained from the usage slips and submit the same for consideration of library committee. Like-wise the library should also obtain usage report from the concerned publishers with regard to e-database access and make these information available to the library committee.

v) Library Committee meeting shall be convened during the month of September/October of that year to review and recommend the journals to be added/deleted for the ensuing year. Based on the recommendations made by the library committee, the librarian shall prepare the final list of journals (print + online) and e-database to be subscribed for the ensuing year together with the details of the publishers and prices for each title.

3. Placing of Purchase orders and Making Advance Payments

i) Library shall prepare a list of vendors who are reputed and reliable and obtain approval for the same from the competent authority. Tenders need not be called for selecting the vendors.

ii) The Librarian in the first instance shall obtain the estimates for the cost of approved journals from the vendors. The library thereafter shall consolidate the estimates thus received and obtain financial sanction from the Vice-Chancellor.

iii) Journal subscriptions do not carry any discounts. The cost of journals as stated for Institutions by the respective publishers shall be the cost of journals and the same shall be paid to the vendors.

iv) Conversion rates shall be worked out at bank rates on the date of payment of subscription amount to the vendor. The vendor initially shall prepare invoice as per GOC conversion rate and the final settlement shall be made as per the prevalent bank conversion rate on the date of making payment.

v) Since advance payment is made to the vendors towards journals subscription, it is essential that the university adopts certain mechanism to safeguard the advance amount paid to the vendors. The supplier will have to produce a bank guarantee of the invoice value to the university. The duration of this would be for three months, within which the supplier must produce the proof of remittance to the publisher. This can be done by way of publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher.

vi) The Librarian shall prepare draft copy of agreement to be signed by the university and the vendors and obtain the approval of the same from the Registrar. After the draft copy is approved, the same shall be sent to the vendors, for compliance. Agreement copy shall be duly signed by the subscription agent and the Registrar, EFL University on stamp papers of value of Rs. 100/- .

vii). The library shall place purchase orders with the approved subscription agents for supply of journals to the library. The details of volume number, number of issues and the subscription period for each title should clearly mentioned in the purchase orders issued by the librarian. The vendor shall take the responsibility of supplying all the subscribed journal issues to the library.

viii) Upon receipt of purchase order, the vendor shall prepare a pro-forma invoice and submit the same to the library for making an advance payment. The vendor in their covering letter shall clearly state the compliance of the terms and conditions stipulated in the purchase order issued by the librarian.

ix) The pro-forma invoice thus submitted by the vendor shall be checked for correctness of titles and pricing and the same shall be processed and sent to the Finance Wing for making advance payments. Discrepancy if any found in the invoice shall brought to the notice of library within seven days. If the invoice is found to be correct, the Finance Wing shall process and make advance payment to the respective vendors within 15 days with a copy of remittance marked to the Library.

x) The Subscription Agent shall provide Bank Guarantee for the invoice amount and Agreement on Rs. 100 stamp paper within seven days from receipt of payment from the university.

4. Receipt of Journals : Print

i) The receipt of journal issues from the respective vendors, shall be recorded in the Kardex (manual). In addition, the details of the journals subscribed and issues received shall also be maintained in a separate register maintained year-wise. The register shall provide at a glance the journals subscribed and also the issues received during that year.

ii) The journal issues received shall be stamped and displayed in the display shelf until the next issue of the journal is received. Usage slips shall be pasted on the verso of each issue of journal. Upon receipt of next issue of the journal issue, the previous issue shall be removed from the display and filed in a separate sequence in the periodical section. Usage slip affixed to each journal issue shall be removed and filed in a separate file.

iii) Delay in the receipt of journal issues or missing issues shall be noted and a reminder shall be sent to the vendor at least once in a month. In the event the vendor is unable to supply all/some issues of journal, they shall refund the amount equivalent to the cost of journals. Supply of xerox copies of the missing issues of a journal is not permitted.

iv) The loose issues of journals shall be bound after all the issues of the journals have been received. The details of the bound volumes of journals shall be entered in the back volume accession register. The bibliographic details of each bound volume shall be catalogued in the card catalogue and also in the library database using NewGenLib Software.

v) Bound journals shall be filed in the back volume section maintained separately for each language alphabetically by title. The details of the journals filed in each stack shall be furnished on the side of the respective stacks. The detailed list of back volume held in the library collection (language-wise) shall also be furnished in the university web-page under library.

5. e-journals/database:

i) The vendor shall provide unlimited access to e-database or e-journals (IP based) within the campus on 24 x 7 basis within 15 days from the receipt of subscription amount. In the event there is any disruption of e-access, the vendor shall rectify the same within 7 working days. The vendor shall refund the amount in the event access to e-resources is stopped by the publisher on pro-rata basis.

ii) The vendor shall enter into an agreement on Rs. 100/- Non-judicial Stamp Paper complying all the terms and conditions stipulated by the Librarian in the Purchase order for e-journals/database.

Chapter 4

Security Measures, Stock Verification, Weeding of books, Binding of books, and Loss of Books and Thefts

1. Security Measures:

The books, journals and other reading materials acquired in the library are precious and every effort shall be made to protect them from theft and fire. To provide robust security arrangement, the following security arrangements are suggested the implementing of the following security measures is imperative.

- i) The Library is provided with a 3M Electro-magnetic security system. Adequate measures shall be taken to keep this equipment in proper working condition by entering into AMC with the authorized service provider. Every book to be added to the library shall be pasted with electromagnetic tattle tapes. Adequate stock of tattle tapes shall be held in the library stationary unit.
- ii) Two security guards at the exit point, one checking the materials taken out by the library users near security gate and the second manning deposit counter.
- iii) Every individual entering the library must show their identity cards.
- iv) CCTV cameras shall be fixed at appropriate points in the library.

2. Physical Verification of Library Books

(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done. (GFR 194)

(ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken. (GFR 194)

(iii) The competent authority shall constitute a committee consisting of officials (non library members) to perform the physical verification of books and other reading materials and submit a report on the details of loss of books and other reading materials to the Registrar preferably within two months time.

iv) The stock verification report shall be presented to the Librarian with a request to calculate the loss of books and other reading materials as per the norms stated at sl. no. (ii) above and submit a detailed note to the Registrar for taking further necessary action in the matter.

Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Advisory Committee
- Obtain approval from the Director / Competent Authority
- Make necessary entries in the accession register, write-off register
- Remove records from databases
- Close file.
- Improve the system with additional precautionary measures

3. Weeding of Mutilated/Obsolete books

The Librarian may dispose mutilated/damaged/obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of a three-member committee to be appointed by the administration which shall decide whether the books mutilated/ damaged/ obsolete are not fit for further use.

The following categories of materials can be considered for weeding out:

- i) Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- ii) Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection.
- iii) Books, journals, reports etc. received as gifts/complementary which have no relevance to the library users.
- iv) Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material.

After obtaining approval from the competent authority, the library shall dispose books to be weeded out, by distributing the same among the faculty and students on first cum first serve basis.

4. Binding of Books, Journals and Theses

Books on account of regular wear and tear require binding to put them into use for posterity. The loose issues of journals have to be bound once all the issues of the journals have been received in the library. The theses submitted in the university are cut for the purpose of digitization. After the digitization work is completed these theses require binding.

The library shall carryout the binding work as follows:

- i) the library in the beginning of financial year shall, a) obtain financial sanction for carrying out binding work, and b) prepare the list of the reputed binders to whom the binding work to be given from the competent authority.
- ii) obtain quotation from the binders for carrying out the binding work of books, journals and theses with the prior approval of the Registrar.
- iii) tabulate the quotations received from the vendors and identify the binder who has quoted the lowest quote and submit the same to the Registrar for approval.
- iv) inform the binder(s) that they have been selected for carrying out binding work in the library and they shall deposit Rs. 5,000/- (refundable) in the university account.
- v) the list of books journals and theses to be given for binding shall be recorded in a separate register duly certified by the concerned officials in the section and the Librarian.
- vi) the bound volumes received from the vendors shall be checked with the register and discrepancies if any shall be brought to the notice of the binder.
- vii) process the invoice received from the binder and send the same to the Finance Wing for making payment.

5. Library Fine, Loss of Books and Theft by the Library Users

- i) Library Fine: The books issued to the library users shall be returned to the library on or before the due date stamped on the books. If for any reasons the books are not returned on or before the due date stamped on the book, a fine of Rs. 1 per day per book shall be levied from the library users (which includes faculty members, non-teaching staff members and students and retired staff).

Students who do not return the books after completion of their course/discontinuation of course, shall be requested to return the same by the Librarian. As a preventive measure, the original certificates of students various courses (including Ph.D and M.Phil.) shall be deposited in the Academic Section/Controller of Examinations office. These certificates shall be handed over to the students after they submit “No Dues Certificate” from the library.

ii) Loss of Books: The books borrowed by the faculty members and students have to be returned to the library in a good condition. For any reason, if the book borrowed by these members are lost, twice the cost of the title shall be collected by the library subject to a minimum of Rs. 300/-. For gratis titles which are reported as lost, Rs. 300 shall be collected for Indian titles and Rs. 500 for foreign titles shall be collected.

The Librarian shall be the competent authority to approve to collect the cost of the titles lost by the faculty and students.

iii) Theft of Library Resources:

A library user taking out books and other reading materials without getting them issued at circulation desk will be treated as book being stolen from the library.

As a preventive measure the library will place a security guard at the exit counter whose duty would be to check the materials a library user is taking away from the library. In the event, if any library user deliberately attempts to take the book(s) out of library without properly getting them issued at the library, he/she will be debarred from using library facility for a period of six months and shall be required to pay the penalty of Rs. 500/-

6. Insurance of Library Resources

The library resources need to be safeguarded from the theft. In addition there is also a need to secure these materials from natural calamities and fire accidents. The library shall make arrangements to insure the a) library building, b) books, journals and other reading materials and c) equipment against natural calamities and fire accidents.

The Insurance agency to be selected from among the government owned companies and the selection of the Insurance agency shall be through quotation method.

7. Regular Maintenance of Electrical Switches and Wiring

Fire accidents on account of electrical short circuits could play havoc with the library's valuable resources. There is thus a need to carryout preventive measures at regular intervals by the Engineering Section. Air Conditioners shall be invariably fitted with the stabilizers and in the event of short circuit, it should be ensured that the MCB gets tripped. Fire extinguishers of appropriate quantity shall be fitted at several places in the library. Such fire extinguishers which outlived their life shall be immediately replaced with new fire extinguishers. The literature regarding how to use such fire extinguishers shall be pasted next to each fire extinguishers.

8. Asset Register to be Maintained by the Library

The library shall maintain Asset register pertaining to the items held in the library in a separate register conforming to the format stipulated in Form GFR 40. The library shall make this register available to the Audit Officer or such other officers as may be directed by the competent authority for inspection.

Chapter 5

Library Membership

1. General:

Library membership includes the following categories of university staff and students.

- a) Faculty members
- b) Students and research scholars
- c) Non-teaching
- d) Retired staff of the university.

2. The library members are permitted to borrow books from the general section for home reading. Theses, journals, reference books have to be referred within the library only. The total number of books which can be borrowed by each category of library users is as follows.

Category	No of Cards issued
Faculty Members	20 books
M.Phil./Ph.D Scholars	10 books
M.A./B.A. Students	5 books
Group A Officers	10 books
Non-Teaching Staff	2 books
Retired Teaching Staff	4 books
Retired Non-Teaching Staff	2 books

The books are issued for a maximum period of three months to the faculty members and one month for students. Production of identity card is mandatory for issue of books. The Library reserves the right to call back book(s) when required for other members of the library.

3. Faculty members appointed for a short tenure on a temporary basis shall be permitted to use the library with a borrowing facility for three books. These members shall remit refundable deposit amount of Rs. 7,000/- with the university. At the end of tenure these faculty members shall be required to obtain No Dues Certificate from the library.

4. Research scholars from other universities are also permitted to use library facilities for a period of one week on, a) payment of Rs. 100/- as library fee, and b) furnishing a letter from their respective Supervisor and c) production of identity card issued by the respective university. However, the books are not issued to outside research scholars. Each outside research scholar shall be permitted a maximum of 4 visits to the library.

5. Ex-students of the EFL University shall be permitted to use the library on furnishing a copy of the certificate they have studied in the past and on payment of Rs. 100/- towards payment of library fee for one week. Faculty members working in universities and colleges shall also be permitted to use the library for a period of one week on production of identity card and on payment of Rs. 100/-.

6. Educational Institutions and Corporate Offices are provided with institutional membership for a period of one year on payment of Library fee of Rs. 10,000/-. Under this scheme the institutions are permitted to a) borrow twenty library books, and b) permit three of their faculty members to use the library. Prior approval from the competent authority is mandatory before enrolling institutions as members of the library.

7. Students pursuing courses through Distance mode shall be permitted to use the library during the contact period. Two books can be issued to these students on payment of refundable deposit of Rs. 2,000/-. During the entire course period, these students are permitted to use the library for a month on payment Rs. 100/- towards library fee.

8. Ph.D students who have submitted their thesis in the Examination branch are permitted to use the library facilities for a period of six months or until such time their viva voice is conducted.

2. Library Fee and Deposit

Every student shall pay library fee (non-refundable) and library deposit (refundable) as may be decided by the University from time to time.

The library facilities and website access are extended to superannuated employees of the Institute against one time payment of Rs. 1,000/-. Similar

facilities are also extended to members of the Board of Governors of the University.

3. No-Dues and Refund of Library Deposit

At the end of service/course period, every staff member/student are required to return the library tickets to the Library. Library shall refund the library deposit paid by the student by making requisite endorsement on the Library Deposit Challan (original). In the event the original challan is lost by the student, the library will make an endorsement on duplicate challan. The finance department shall refund library deposit in such cases after making necessary checks in the records.

4. Loss of Library tickets and Library Identity Cards

Every student shall take utmost care of the library tickets and identity cards issued to them by the Library. However, if for any reason, the student loose library ticket and/or identity card, they shall pay Rs. 50/- per ticket and Rs. 100/- per identity card as a fee. In the event if any book(s) get issued on the lost tickets, the respective student shall be responsible for the books issued against his/her library ticket(s).

Chapter 6

Library Facilities

1. Library Hours

Monday to Friday:	9.00 A.M. to 8.00 P.M.
Saturdays and Sundays	9.30 A.M. to 6.00 P.M.

During the semester-end examinations (April and November in a year), the library is kept open up to 10.00 P.M on week days. The library will remain on closed on holidays declared by the university during the year.

2. Photocopy

Members desirous of taking xerox copies of the articles from books and journals held in the Library collection are permitted to get them done in the photocopy unit. Photocopy facility is provided subject to the provisions of 'The Copy Right Act 1957' and 'The Copyright Act (Amendment) Act 2012'. Photocopying a full book or full issue(s) of journals is not permissible.

Photocopy service shall be rendered by outsourcing the work to outside agencies. The Administration shall work out the modalities of identifying the vendor who would provide Xerox work in the library.

3. Readers' Assistance Unit

- The information desk is located on the ground floor of the library. It supports the following services:
- assist in locating books in the stack areas,
- assist in the use of e-resources accessible in the University,
- assist in getting required books on a particular subject/ concept.

4. Section for Differently Abled Students: Four computers with internet facility and scanners to read the books are provided in the Differently Abled Section in the library too meet the academic and research requirements of differently abled students.

5. Inter-library Loan

The Library on specific request from the faculty members and students gets books on Inter-library loan from other libraries. The books received on Inter-library loan have to be returned within fifteen days' time for returning to the donor library.

6. Wi-Fi facility

The library has been provided with Wi-Fi facility. Members of faculty and research scholars can access e-resources using Wi-Fi services. A separate reading room on the 1st floor of the library has been earmarked as a Wi-Fi reading room.

7. Borrowing Facility

The members of the faculty are issued books for home reading for a period of 90 days and students for a period of 30 days. On or before the due date the books borrowed by them shall be returned/renewed. In the event, the books are not returned on or before the due date, the library will stop issuing books to the students. From April 1, 2015, a penalty of Re. 1 per book per day would be levied from the faculty members and students for over due books.

8. Digitization of Theses

The library has in its collection 1515 M.Litt./Ph.D theses. These research materials have been digitized and the full text of the same are available for access within the university campus.

9. Access to e-resources (journals)

- The university is provided access to e-resources made available under UGC-Infonet Digital Library Consortium. Under this consortium, our university is provided access to the following database.

JSTOR, b) Project Muse, c) Cambridge University Press Online Journals, d) Oxford University Online Journals, e) Wiley Online Journals, f) Springer/ Kluwer Online Journals, g) Taylor and Francis Online Journals and h) Economic and Political Weekly.

- The University subscribes to online journals in addition to print journals wherever such facilities exist with the respective publishers.

- The University has subscribed to seven databases for the year 2016.
- The library has subscribed to 79 e-books published by the Cambridge University Press and 11 books published by Oxford University Press.

10. Reading Rooms: The library has three air-conditioned reading rooms and one reading room kept round the clock.

Rules and Regulations

- Library tickets are not transferable.
- Library users shall not deface, mark, cut, mutilate or damage library resources in any way. .
- Personal books/issued books shall not be carried into the library.
- Conversation and discussion disturb the library ambience. Therefore, all are requested to maintain dignified silence. All users are requested to keep their mobiles switched off or in silent mode inside the Library.
- Library deposit receipts (original) shall be preserved properly and the same shall be submitted at the end of the course for obtaining refund.
- In case a book(s) is lost/damaged, either the new book(s) shall be replaced or twice the cost of the book(s) shall be paid.
- Students shall always carry their identity cards and show the same security check point in the library
- Utmost care shall be taken to preserve the library identity card, library tickets and security check tokens

UGC-Infonet Digital Library Consortium

The university is provided with access to the following e-resources under the UGC-Infonet digital Library Consortium.

UGC - INFONET Digital Library Consortium

JSTOR ARCHIVE	http://www.jstor.org
Project Muse	http://muse.jhu.edu
Cambridge University Press Online Journals	http://journals.cambridge.org
Oxford University Press Online Journals	www.oxfordjournals.org
Springer Link	http://link.springer.com/search?facet-content-type=%22Journal%22&from=SL
Taylor and Francis Online Journals (Select Journals)	http://www.tandfonline.com
Wiley Online Library	http://onlinelibrary.wiley.com/browse/publications?type=journal&activeLetter=
Economic and Political Weekly	http://epw.in

d) Shodhganga

The EFL University has entered into 'Memorandum of Understanding' with the INFLIBNET Centre, Ahmedabad for Shodhganga and Shodhgangotri projects. Under this agreement, this university is required to submit soft copy of the Ph.D and M.Phil theses to the INFLBIENT Centre for its public hosting on open access and also send approved research synopses submitted by the research scholars at this University.

The library shall prepare a soft copy of the entire theses collection and send the same to the INFLIBNET Centre in the format recommended by the INFLIBNET Centre. Prior to carrying this responsibility, softcopies of the theses shall be duly verified and approval from the competent authority shall be obtained by the library.

Once this project is implemented, the research scholars across the nations can access the Ph.D and M.Phil theses submitted at this university.

