

Standard Operating Procedure
Library and Information Resource Centre (LIRC)

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

MEMBERSHIP:

- The Library at **The NorthCap University** is established primarily for the use of its full time/ regular students and for all its teaching, technical and workshop staff whether adhoc, probationary, temporary, part-time, contractual or permanent.
- Research scholars, ex-students and others desirous of using the LIRC may also be admitted as “VISITORS” with the prior written permission of the Chairman, Governing Body only for such period(s) as may be specified from time to time.

HOW TO ISSUE LIBRARY CUM ID CARD:

- The Library Card will be printed/laminated and issued by the LIRC.
- All faculty and staff desirous of membership of the LIRC will fill in Application Form for Library Membership (NCU-FRM-31) and submit it in the LIRC after obtaining countersignatures of the HOD..
- They will get themselves photographed in the Server Room and get their Library Card generated from Library.
- Library Card will be printed/ laminated and issued by LIRC on receipt of completed application.

- Temporary Library Cards may be issued to Alumni/research scholars from outside on request after obtaining sanction of Governing Body. It will be issued initially for a period of one month, extendable for a maximum of two periods of one month each.

LOSS OF LIBRARY ID CARD:

- The loss of Library cards should be reported in writing immediately to the Librarian. No verbal communication in this regard will be entertained. To enable a member losing his/her Library Card(s), to continue his/her membership, duplicate card(s) will be issued on payment of Rs.200/- on first loss and Rs 500/-on subsequent loss within twenty four hours of receipt of complaint.
- In case , where the condition of card has been defaced due to fair, wear and tear , students will not be required to pay for his new I-Card. However the onus of proof that the same has occurred due to fair wear and tear rest with the student. This shall be applicable only once during the student stay in the Uiversity.
- Borrowers shall be responsible for any loss which the Library may suffer through the loss or misuse of their cards. Any person using cards declared “lost” will be fined a sum of Rs.1500 which will not be waived off under any circumstances. In addition, he/she will invite strict disciplinary action which may include suspension from the University.

LIBRARY TIMINGS:

Library hours means when the Library will remain open to the members. The duration shall be fixed by the Registrar.

It has been decided that the Library Timings shall be as follows till further notice:

LIRC REMAINS OPEN AS PER THE FOLLOWING SCHEDULE	
Days	Timing
On all working days	8.00 am to 8.00 pm (12 HRS.)
On all Saturdays	8.00 am to 6.00 pm
During Examinations	
On all working days	8.00 am to 10.00 pm (14 HRS.)
On all Saturdays	8.00 am to 6.00 pm

Working hours may change as may be determined by Registrar from time to time.

The Library shall remain closed on all National / Weekly holidays and on such other day(s), as may be determined by the Vice-Chancellor/Registrar from time to time.

PROCEDURE FOR PROCUREMENT OF BOOKS, CDs/DVDs AND E-RESOURCES:

- Receive Library Requisition Slip (Form No. NCU-FRM- 30) from faculty duly authorized by respective DOS/HOD.
- Check the catalogue to avoid duplication of procurement. In case, similar book is already available in the library, record the same in the “Remarks” column and inform the indenter.
- Prepare list of all the books and publications recommended by the faculty and obtain sanction from the Competent Authority.

- Obtain quotations from authorized suppliers for the procurement of publications and get the approval from the Competent Authority.
- Consolidate the requirements of all the publications to be procured and issue the Purchase Order (Form No. NCU-FRM- 29).
- Where any publication is not available with the registered supplier, depending upon the urgency, procure the same from available source with due approvals.
- Follow up with the suppliers for the timely supply of the publications.
- Receive the publications and check/compare with the supplier's challan/ invoice for correct supply of publications. Check the proper condition of the publication and enter the details of the publication in the Accession Register (Form No. NCU-FRM-34), if the same is in good condition, otherwise return to the supplier.

PROCESSING OF THE BOOKS/ CD/DVD:

- Generate the Dewey Decimal Classification Number (DDC) with the latest edition and then enter the details of the book/CD/DVD in the Accession Register.
- Enter the details of the book/CD/DVD in the Libsys software.
- The bar code and Spine label generated by Libsys is pasted on the book/CD/DVD.
- Paste due date Slip on the book.
- Put Library Stamp on processed books at five places for identification as Library property and at one place on the CD/DVD.
- The book is placed in the appropriate shelves in the Library and the CD/DVD in the Technical Section Shelf.

- Get the E-Resources received from the supplier uploaded the Website and ensure that they are accessible.
- Send the challan and bill to accounts section for payment.
- Maintain a record of all challans and bills and a summary of receipts through the year.

PROCEDURE FOR PROCUREMENT OF PERIODICALS/NEWSPAPERS

- On receipt of verbal/email request from Departments for introduction of a new periodical/newspaper, prepare a Noting Sheet and obtain signature of concerned demanding Department HOD.
- Obtain approval of Vice Chancellor and Governing Body on the Noting Sheet and place order with the publisher/newspaper vendor.

PROCESSING OF PERIODICALS/NEWSPAPERS:

- On receipt of periodicals/newspaper, enter the details in the Periodical/newspaper Register.
- Put library stamp on the periodical/newspaper at five places and enter the date of receipt.
- Place the periodical/newspaper in the appropriate shelf in the reading room.
- On receipt of bill from publisher/newspaper vendor, forward the bill to Accounts Section for payment.
- Maintain a record of all bills and a summary of receipts through the year.

PROCEDURE FOR CIRCULATION OF BOOKS ON LOAN:

- Books would be issued only for fourteen (14) days at one time to the students and for one semester to the faculty/staff.

- Technical and Admin Staff would be issued the books for thirty (30) days only.
- Re – issue of books may be done in the set of fourteen (14) days each for a maximum of three times or as long as no other Library Card holder requires the book and puts in the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further extended to the current holder of the book. The faculty/staff shall be required to renew books at the end of each Semester to avoid any fine.
- A student/Technical or Admin staff member can at best keep only Five (5) books in his/her account at any point of time, whereas a faculty member may hold maximum of ten (10) books in his/her account.
- Books shall be issued only after the Library Card is produced and scanned on the library computer. The Book to be issued shall also be scanned for its Barcode.
- Re-issue of the book can be done online by logging in on LIBSYS. It can also be renewed from the Circulation counter without bringing the book.
- For re-issue after the last date for return of the book, the book has to be physically brought to the LIRC circulation counter and due fine paid before getting it re-issued as a fresh issue.
- All books taken by the students from the LIRC would be returned to the LIRC within the period specified above. Students, Faculty member, Technical/ Admin Staff member failing to return the books on time would be liable to pay fine as laid down from time to time in the University LIRC Rules.

- Students withdrawing admission from **“THE NORTHCAP UNIVERSITY”** will be required to take “No Due Certificate” from the LIRC. Controller of Records (COR) will not issue Clearance unless the student deposits the ‘No Dues Certificate’ with the COR, duly signed by the Librarian.
- Prior to every main semester Final Written Examination each Final Semester student shall get “No Dues Certificate” from the LIRC for the books issued in his/ her name.
- List of defaulters if any will be intimated to COE and online generation of their Admit Card will be stopped by intimation to ERP. Hard copy of admit Cards will only be issued once the “No Due Certificate” duly countersigned by COE is produced in the Department.

ISSUE OF BOOKS TO FINAL SEMESTER STUDENTS DURING EXAMINATION:

- Final Semester students who have got their no dues cleared and desire to get a book issued for the duration of the examination can do so by making a refundable deposit of Rs 500/- per book.
- The book so issued must be returned within one week of the last examination.
- After returning of book in the library balance amount less Rs 25.00/- shall be refunded to the students through cheque from accounts deptt.

SHORT TERM LOAN PRIVILEGES: REFERENCE BOOKS & BOUND JOURNALS

- The following categories of material are generally not issued: Reference Books, Current issue of periodicals and such material as may be specified by the Librarian.
- In special circumstances, the Vice-Chancellor/Registrar may at his discretion, and subject to the authorized borrower depositing the cost of the book (s), permit certain books to be borrowed from the REFERENCE COLLECTION for a limited period. The decision of the Vice Chancellor in such cases shall be final.

ACCOUNTING OF FINE

Fine shall be levied as per following rate on late returning of books:

- Students - Rs 10/- per day
- Technical/Admin Staff - Rs 10/- per day
- Faculty - Rs 20/- per day.
- The maximum limit for fine per book is Rs 1500/- . There after fine stops accumulating.
- Fine rate will be fed to LIBSYS for generation of fine. The late deposit of books by the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen before accepting the fine payment.
- The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued to the card holder. The Circulation in charge would press 'OK' option in the process and the transaction shall thus be finally completed.

- Fine can also be paid by using Debit/Credit Card at library.
- If a book is misplaced/lost by a student/faculty/staff member and is produced by anyone from the Security Office or any other person, the book shall be received in the Library by way of Barcode process and the individual on whose name the book stands would be immediately informed by e-mail and by putting the information on the Students Notice Board. The fine due from the individual would be reflected as “pending” option on the computer, till the fine gets cleared by the card holder.
- The fine would be deposited with the Accounts Branch by the Circulation Staff as per Computer Report recorded on the system duly tallied with the manual receipts, after thorough checking by the Library In charge. The list so generated from the computer when tallied with the manual receipts shall be retyped on the Excel Sheet/spread sheet, which should contain manual receipt No., serial – wise.
- Fine collected from the students will be deposited, within 48 hours in the Accounts Branch. If the day falls on a holiday/ Sunday then the fine will be deposited on the next working day.
- The primary responsibility for proper accounting of fine and deposit with Accounts Branch rests with the Librarian/Assistant Librarian. He/She would be responsible to ensure that the accounting procedure is followed.
- Fine cannot be waived for any member, without exception. In case of illness, the fine can be waived on producing medical certificate , on approval from Registrar.

MUTILATION AND STEALING OF BOOKS:

- The member caught in tearing pages/ stealing and or mutilating books will invite strict disciplinary action including payment of the cost of such book (s) and penalty if any. He/she shall also be liable for suspension from the University.

SUGGESTION BOX:

- A Suggestion Box is kept at the entrance of the library. Members of the Library are free to suggest measures for further improvement of the Library services.

RECEIPT:

- Members must insist on being given a receipt for any payment made by them whether it be a security deposit or towards overdue charges/ penalties.

ANNUAL STOCK TAKING

- Annual Stock Taking will be ordered by the Registrar in the last week of May every year.
- After physically counting the books, and taking into account books issued out, the following lists will be prepared and attached to the report along with recommendation:
 - Missing/Lost books
 - Repairable books
 - Unserviceable books for auction
 - Books not issued for over three years

- The Stock Taking Board will also check the details of fine collected and deposited during the year (01 Jul to 30 Jun), books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year.

DEALING WITH LOSSES

- 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 and may be written off.
- 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.

Code of Conduct and instructions for Library

- Members shall maintain silence and not engage in audible conversation in any part of the Library.
- A person shall not sleep, smoke or spit in any part of the Library.
- A person shall not write upon, damage, mutilate or mark any book belonging to the Library.
- Consumption of food, alcoholic beverages and intoxicants of any nature whatsoever is strictly prohibited in the Library.
- Carrying of fire arms or any other weapon of assault including the use of cellular phones and any other electronic/ battery operated gadget (other than Laptops) in the Library is strictly prohibited.
- All members and their personal belongings including Library books issued to them are subject to a search/check by the Library staff at the Library entrance.

- No personal book or belonging shall be allowed to be taken inside the Library without the permission of the Librarian.
- Any infringement of the Library Rules will render the privilege of admission and of borrowing books from the Library liable to cancellation.
- The Vice-Chancellor/Registrar reserve the right to suspend the membership privilege of any member found misbehaving with the Library staff or for indecent behavior.
- All students would be required to deposit their bags outside the Library, in the space so provided for the same. There should be no mobile, wallet, cash or any other costly item left in the bags.
- Library staff shall ensure strict checking of books going out of Library.
- The Library Sub-Committee would be formed at the beginning of the Academic Year in the month of July and shall hold office for two years. It shall meet, once a quarter in the first week of January, April, July and October and address all issues pertaining to the effective functioning of the Library. It is also responsible to plan budget, get it sanctioned and ensure purchase compliance.
- In case of loss of books, student/ staff can be allowed to replace the book, if approved by the Chairman Library Sub-Committee only in new and good condition, and of the same/newer edition/ publication & title.
- Penalties for theft of books, defacing of books including tearing of pages, disturbances in the library etc., use of social networking sites in the Multimedia Section (which is solely meant for accessing e – journals) shall be decided by the Chairman Library Sub-Committee and after due

approvals, will be displayed on the Library Notice Board for strict compliance.

AMENDMENTS:

This policy may be modified as deemed appropriate by the University. Users are encouraged to periodically review the policy. Changes of financial implications if any shall have the concurrence of the Governing Body.