



# CAU *Library Manual*



**DIRECTORATE OF INSTRUCTION**  
Central Agricultural University,  
Lamphelpat-795004, Imphal, Manipur  
Accredited by **NAEAB, ICAR, New Delhi**

# CAU

## *Library Manual*

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# CONTENTS

Sl	Introduction	1
1	Library advisory committee (LAC)	3
2	Library budget and finances	4
3	Procurement of books	5
4	Procurement of journals	12
5	Archiving and weeding out	16
6	Management of other resources	17
7	Maintenance of records	17
8	e-Resources	17
9	Circulation section	19
10	Issue and return procedure	20
11	Borrowing entitlements for faculty / students / admin	20
12	Membership fees	21
13	Borrowable and non-borrowable items	21
14	Renewals and over due fine	22
15	Loss or mutilation of documents and policy for compensating	22
16	Library access by visitors	22
17	Access to internet and e-resources	23
18	Photocopying services	23
19	Theft / misuse of library resources	24
20	Issue of library use certificates	24
21	Collection development	24
22	Stack room /display area management	25
23	Stock verification and procedure to write off books	26
24	Preventive measures	28
25	User services	29
26	Information and digital literacy/library orientation	29
27	Inter library loan	29
28	Ict services division	30
29	Library security systems	34
30	Physical ambiances	35
31	Clearly defined job description	35
32	General guidelines for the users of library	36





# CENTRAL AGRICULTURAL UNIVERSITY

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## FOREWORD

The Library provides a vibrant learning environment that ensures access to relevant and reliable information in multiple formats. Its main objective is to meet the rising expectations of the student community by providing unparalleled services that advance the institute's mission to create new knowledge. Library houses quite a good number of print and electronic resources. Experienced, cooperative and professionally trained library staff are employed for systematic organization of the library documents as well as to maximize their usage. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility and services. Therefore, a library manual is warranted where all the rules, regulations, procedures are clearly spelt out. I am happy that the Directorate of Instruction took up the responsibility and brought out the "CAU Library Manual" in the form of a booklet. This manual will guide the library staff and users in organizing and in managing all Libraries under CAU, Imphal.

I congratulate the authors of this publication and hope such efforts will continue for improvement of the academic and administrative activities of the university.

(Prof. M. Premjit Singh)



# PREFACE

As gateways to knowledge, libraries play a fundamental role in society. The resources and services they offer create opportunities for learning, support literacy and education, and help shape the new ideas and perspectives that are central to a creative and innovative society. The functional aspect of a library is normally an integration of academic (i.e. resource selection, technical processing, organization of materials, reader's services, updated the new developments etc.) and administrative (i.e. acquisition of materials, bill processing, budget management, etc.) aspects of the institute. Therefore, the library requires a 'Library Manual' for its everyday activity to follow uniform procedures. Lot of efforts have gone into the preparation of this manual. It goes through a series of meetings with all stakeholders where the procedures, functions, and policies are deliberated in detail, over and again to draft the final policy. I appreciate the efforts taken by the committee formed for the publication of the library manual and suggestions offered by the Comptroller, CAU, Imphal. The special efforts taken by Dr. Raj Kumar Singh and Dr. Y. Ranjana Devi are highly acknowledged.

The purpose of this policies and procedure manual is to provide guidelines, direction and consistency in library operations and service to all the libraries functioning under the University. All library staff is to be familiar with the contents of this manual. Reference should be made to the manual whenever necessary. All policies and procedures are subject to revision should circumstances make it necessary.

Dr. S. Basanta Singh  
*Director of Instruction*



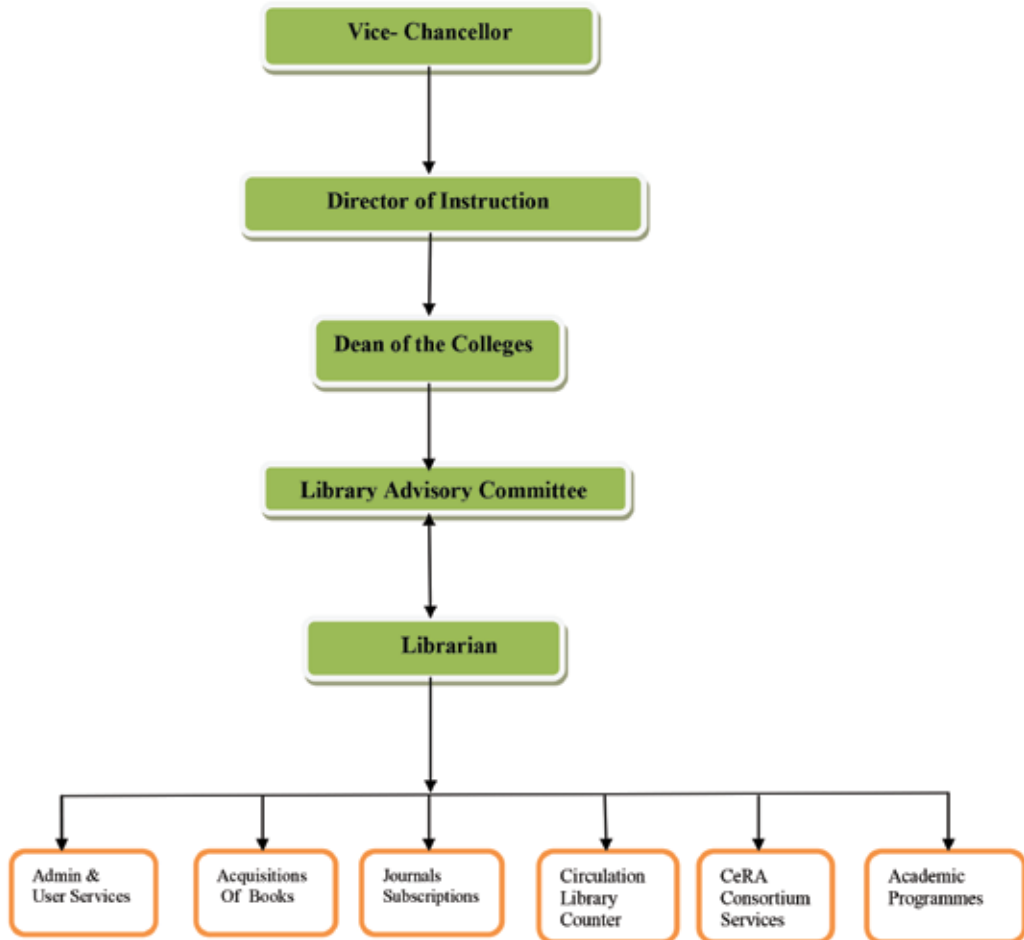


## Introduction

The Central Agricultural University, Imphal having 13 constituent colleges is a fully residential university covering all the North-East Hill states under its jurisdiction except Assam. The University offers 9 Undergraduate, 38 Masters and 21 Ph. D. Degree programmes in different subjects/ disciplines at its 13 constituent colleges. In spite of its remoteness and other location related disadvantages, the university maintained excellent academic environment for professional success of the students and staff. The libraries located at the constituent colleges of the university play a very critical role in supporting the academic programmes of the university. Educational efforts over several years have seen the positive involvement of libraries in education by offering their referral services, information and teaching resources. A good library is like a solid rock on which people build their base for self-advancement and works for the general good of the community as a whole, and the nation in its entirety. A library is an indispensable embellishment to a school, university, museum, organization or institution, without which, any teaching institution will find it hard to impart education sans the knowledge accruing from it. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. Dr. S. R. Ranganathan, Father of Library Science Development in India has famously said that the Library is the trinity of Learning Resources, User and Library Staff.

The unique function of library is to acquire, organize, offer for use and preserve publicly available material irrespective of the form in which it is packaged (print, cassette, CD-ROM, network form etc.) in such a way that, when it is needed, it can be found and put to use. The libraries of Central Agricultural Universities are well established with sufficient qualified professional staff assisted by other supporting staff. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the libraries under CAU, Imphal so as to further improve its efficiency, utility and services. With this perspective, the library manual is being brought out so that the administrators and the users will be in a better position to understand and solve any problems related to library functioning. 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 management of other academic support facilities should be offered. This uniformity will also help in networking of libraries of the constituent colleges and Krishi Vigyan Kendra's of CAU, Imphal located in different campuses in Manipur, Mizoram, Meghalaya, Arunachal Pradesh, Tripura, Sikkim and Nagaland.

## ORGANIZATIONAL CHART



# 1. LIBRARY ADVISORY COMMITTEE (LAC)

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This is to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the university management. The Library Advisory Committee (LAC) should be constituted by the respective Deans of the constituent colleges. The composition of the committee shall be:

Dean	Chairman
Heads of Departments	Member
At least two Senior Professors to be nominated by Dean	Members
Librarian or i/c Library	Member Secretary

The committee shall be reconstituted once in three years or as per need.

## 1.1. Terms of Reference for LAC:

- 1) To provide general direction to the Library
- 2) To review, rewrite and approve library procurement policy
- 3) To negotiate and approve subscriptions to online databases (e-journals, eBooks, data sets etc.)
- 4) To formulate the policy and procedures for library use
- 5) To review the functioning of the library with regards to its support to the academic programmes of the colleges / university.
- 6) To outline the library collection development policy as and when required for its implementation.
- 7) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc. and to direct the library in their adoption.
- 8) To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
- 9) Any other function as assigned by the higher authorities

### **1.2. Meeting Frequency:**

The LAC shall meet at least once in six months to review the library affairs and if necessary, more often.

### **1.3. Minutes of the Meeting:**

The Minutes of the meeting shall be recorded by the Member Secretary and circulated to all members for consideration and approval of Dean of the concern college.

## **2. LIBRARY BUDGET AND FINANCES**

Library budget means the financial allocation/dedicated funding to procure general student resources (print, multimedia or electronic) for growth of relevant and substantial resource collection for providing access to the information resources.

### **2.1. Sources of Finance**

- 1) The annual library budget of the library may have the following components:
- 2) ICAR /DARE Plan Grants
- 3) Allocation from College Maintenance Grants (Textbooks, Journals and e-Resources)
- 4) University Grants (ICAR Centre Grants and Project Grants, etc)
- 5) Programme Specific Grants (conference / workshop Grants, etc)
- 6) Trust / endowment Grants (UGC Excellence Grants)
- 7) Any other grants.

### **2.2. Procurement of Learning Resources**

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it is a book, journal or an online database, any learning resource that gets added must go through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

It has been customary for the faculty and students to take part in book selection in the University. The Library staff usually recommends general reference books and

those materials not covered by departmental subject categories like books on library and information science etc. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These may be forwarded to the departments from time to time. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. The library may also circulate reviews of books to the departments to keep them informed about new publications.

## 3. PROCUREMENT OF BOOKS

### 3.1. General Financial Rules:

As indicated in the Government of India, Ministry of Finance, OM 23(7)-EII(A)/83 dated 7<sup>th</sup> February 1984, (GFR 116(2)(1) (1978) and General Financial Rules 2005, Rule 136, “the position of library books, etc., is different from that of stores and hence the definition of Goods excludes library resources like books, journals and other learning materials. The above Office Memorandum is reproduced below:

*“Librarian (not below the rank of Deputy Secretary to the Govt 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”.*

Hence, tenders / quotations need not be called for procuring every single title of book / journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply, which will be valid for a period of two years.

### 3.2. Process and Approvals:

**3.2.1. Recommendation and Indenting:** Faculty can recommend and indent the books to be procured for their courses and research. Students / Research Scholars can also recommend and indent the books for procurement provided their recommendation is endorsed by a faculty member or Head of Department or Dean of the college. It will be desirable that books relating to semester courses may be sent in with one clear semester notice.

**3.2.2. Indent Approval:** The Library shall then screen and check all the indents for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. Some very urgent requirements of books forwarded by the Head of Department or Dean of the college may be purchased with the approval of

Chairperson of the Library Advisory Committee or by circulation to LAC members. Once approved by the LAC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc. The Library then prepares the final list of books and put up to the Dean of the college who will subsequently forward it to the Comptroller of the university for final approval by the Registrar / Competent Authority. The Deans of the colleges may approve up to their limit of financial power for procuring of Library material before placing order. All books either single or multi volume title having cost of Rs. 30,000/- should have appropriate justification from the recommending faculty/researcher/student and must be duly forwarded by Dean of School/Centre Chairperson.

**3.2.3. Procurement of urgent books through online source:** There should be a provision for procuring the urgent books through credit/debit cards of the faculty for their students. Research scholars/ visually challenged students may also procure the urgent books with the recommendation from the concerned faculty and duly forwarded by respective chairperson/HOD through their credit cards/debit cards and may be reimbursed the actual amount paid including postage and any other charges paid by them for purchasing the books through either Amazon.com or through any other online sources. The reimbursement will be made after submitting the books along with receipts/bills to the Acquisition Section.

**3.2.4. Ordering:** The ordering can be done by print or online via e-mail, etc. with standard terms and conditions. Purchase Orders will be issued by the Librarian or Dean of the concern colleges. On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured. In case of text book if one copy is available in the Library and it has been issued to Faculty Members, one more copy of the title will be procured immediately for Library Users.

**3.2.5. Supplier Panel:** Panel of Vendors may be appointed based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. and should be any well recognised Vendors registered with Federation of Publishers and Booksellers Association in India (FPBSA) and State Booksellers & Publishers Association. A panel should have at least 5 (Five) Vendors.

**3.2.6. Discount:** While empanelling a supplier panel, library advisory committee will negotiate and fix a flat discount structure to be followed. The discount insisted upon would be a minimum of 20% on the printed/publishers price. The exceptions would be Government publications/institutional publications and nil discount items. In case of multivolume books and encyclopaedia, efforts may be made to obtain higher discounts.

Also in some exceptional cases the vendors charge the library for handling on publishers' demand. There may be cases where the books carry lower discount, or can be obtained only from specific sources or standard agencies who are not on the panel. Such cases may be processed after taking due approval from the competent authority. On the basis of service and past records the review of the suppliers will be done on annual basis.

### **3.2.7. Price Proof: Accepted Price Proof is:**

- ✓ Distributor's invoice to supplier (Signed & Stamped by supplier) if price is not printed.
- ✓ Print out or Photocopy from the Publishers catalogue

Alternatively, Library may also cross verify the prices from publisher's website. Such printouts verified and signed by library staff may be accepted as price proof

**3.2.8. Supply Deadline:** The maximum time limit for supplying ordered titles will be 60 days. If due to unforeseen circumstances the books could not be supplied within the deadline, after checking the supply status with suppliers and based on genuineness an additional TWO week's time may be given for supply of the ordered books. Books which arrive after the extended two week's time maybe accepted only after taking approval from the college authorities.

**3.2.9. Bill Processing:** Once the books are received in the Library along with the bills, the price of each book and discount rates, bank rates are verified by the concerned staff in Acquisition Section. Entry for each book is made in the Accession Register which has all the relevant details of a book like its price, publisher, vendor, year of publication etc. Then the bills are processed for payment with the accession nos. entered against each item. The In-charge, Acquisition Section certifies above procedure before forwarding bill to Accounts. The bills are put up to the Librarian/In-charge Library for expenditure sanction on the basis of approval by the competent authority. As per the present practice the Library follows the bank rates prevailing on 1st of every month for the bills from 1st to 15<sup>th</sup> of every month and the bank rate which prevails on the 16<sup>th</sup>, for the bills from 16<sup>th</sup> to 30<sup>th</sup>/31<sup>st</sup> of the month.

**3.2.10. Exhibitions:** Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers after taking due approval from the competent authority. Colleges will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations.

**3.2.11. Faculty Publications:** The Library may now purchase three copies of Faculty publications as and when the publications are brought to the notice of the Library. The



financial sanction for procuring the same may be obtained from the Dean/Comptroller/VC depending upon their financial powers.

**3.2.12. Government Documents:** Government documents are immensely useful information sources for academic, research and administrative purposes, therefore, all important Indian government publications have been placed on Standing Order. The list of such publications is to be finalised and should be approved by the LAC from time to time.

**3.2.13. Gifts :** Constraints of space necessitate the library to stop accepting books from any individuals. Books gifted from major institutions and other individuals may be accepted depending on their utility and physical condition.

### **3.3. Purchase of books via online mode by Faculty during their visits abroad:**

A system of online ordering of books and purchase of books by Faculty during their visits abroad has been introduced. Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. They may also be authorised to purchase books on official foreign trips in similar way. Such requests may be processed by circulation to LAC. In such procurements discounts may or may not be available. Sometimes courier/postage charges are also included. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.

### **3.4. Terms and conditions for Book Supply:**

- 1) The supplier should have a valid Trade Licence (Copy should be enclosed with CST, PAN, and last 3 years IT return etc).
- 2) All supplied books should carry a discount as per the agreed terms and condition.
- 3) The supply order should be acknowledged within 7 days to one month from the date of issue.
- 4) Library Binding/Hard Bound Books are generally preferred. Paperback/ students editions or low cost books may be purchased if hard back books are not available at all. If a book is ordered from abroad, it should be informed accordingly before sourcing it.
- 5) All supplied books should be delivered at F.O.R. destination at suppliers cost within 60 days.

- 6) The supply order would be treated as cancelled if the books are not supplied within the stipulated time or reports/communications as to availability or otherwise is not received within the period.
- 7) The original publisher price proof, bills in triplicate must be submitted along with books. A soft copy of the bill may be sent through e-mail to the concerned Deans.
- 8) Mere receiving of the books does not make the university liable for payment. Bills will be processed for payment only if minimum 80% of the ordered books reach Library within the stipulated time period.
- 9) After receiving the packets, the books will be checked by library staff members and if it fulfils all the Terms & Conditions, the books will be sent for processing and payment shall be made within 45days from date of receipt of the invoice.
- 10) In case of any discrepancy found in Title, Author, Price, ISBN, edition, condition of the book etc. the books will not be processed and those books will be rejected. The concerned supplier will be informed in case of any rejected book(s) over e-mail only.
- 11) The rejected books should be returned back by the supplier at their own cost within 30 days of rejection.
- 12) The supplier has to give undertaking that the books supplied are of latest edition, not reminder copy. Remainder issue will not be accepted. Latest issue or as per the edition written in the supply order will be accepted from the suppliers.
- 13) The invoice should be certified that the prices quoted are the publisher's current prices and the stamped price proof along with the invoice should also be enclosed.
- 14) If any party accepts order and do not supply books in due time without any valid or justified communication, they may be blacklisted for future order.
- 15) Regarding selection of vendors/suppliers/publishers and placing of orders the decision of the University will be final and no correspondence will be entertained.
- 16) All disputes will be under Imphal jurisdiction.

### **3.5. Work flow for Book procurement process by library staffs**

#### **3.5.1. Initiation for Acquisition:**

- ✓ Receiving Recommendations via Indent Forms, Emails, Note Sheets, Publisher Catalogues marked and signed etc.
- ✓ To find out the exact details of the Title recommended.
- ✓ Checking for duplicates.

- ✓ Corresponding with Suppliers / vendors for checking availability status.
- ✓ To prepare list of recommended books and put up for approval.
- ✓ Prepare and Issue Purchase Orders after approval.

### **3.5.2. Accessioning:**

- ✓ Enter the details of the Invoice and Books in Accession Register and computer system.
- ✓ Assign Accession Numbers to Titles in Database.
- ✓ Pass entries in Bill Register and forward bills.
- ✓ Maintain Bill File.
- ✓ Maintain Bill Register Data in table form or excel form for reporting.

### **3.5.3. Invoice Processing:**

- ✓ Receive Books from Suppliers / Vendors.
- ✓ Crosschecking with Purchase Orders.
- ✓ Foreign Exchange Rate Verification as per GOC (Good Offices Committee) conversion rate may be follow for foreign currency Price Proof Verification.
- ✓ Prepare Book Received Report and Purchase Bill (BRR) in file / Database.

### **3.5.4. Classifying:**

- ✓ Classify Books / Thesis / Dissertations as per the Dewey Decimal Classification (DDC) Schedule.
- ✓ Assign Cutter Book Numbers.
- ✓ Write the Class No, Cutter No and Collation on the back of Title page.

### **3.5.5. Cataloguing:**

- ✓ Bibliographic details of each book is entered into Cataloguing Module database according to AACR2 Standards
- ✓ Assigning Keywords : Minimum three keywords are assigned to each title
- ✓ Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.
- ✓ Making Analytical Entries, wherever needed.

### **3.5.6. Processing Books:**

- ✓ Library Stamp to be put on main title page, on the back of Title page, on Secret page and on the Last page.

- ✓ Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape.
- ✓ Insert 3M Security Tattle Tape (if possible).
- ✓ Prepare Book cards using System.
- ✓ Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

### **3.5.7. College Material like Dissertation / Thesis / Reports or Books received as Gift:**

- ✓ These items to be treated like books for processing, etc.
- ✓ If the book / Report is already available in Main Library, then it may be gifted to other college campuses.

### **3.5.8. Financial Planning / Budgeting:**

- ✓ Preparation of Monthly Utilization Report: Grants / Account wise.
- ✓ Remind faculties about the requisition of books every month.
- ✓ Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.
- ✓ Prepare proposals / requests for mobilizing funds for the acquisition.

### **3.5.9. Maintain MIS (Management Information System) to generate the following:**

- ✓ Number of recommendations received from faculty
- ✓ Number of titles recommended.
- ✓ Status of the recommended titles (Existing, Out of Print, Untraced etc.)
- ✓ Number of titles ordered
- ✓ Number of titles received (Success rate)
- ✓ Number of titles received as Gifts / Donations
- ✓ “New Additions Bulletin” (Monthly)
- ✓ Information of received books to recommending faculty ( Monthly)

### **3.5.10. Vendor Follow Up:**

- ✓ If titles not supplied as per stipulated dates.
- ✓ Reminders to suppliers fortnightly.

### 3.5.11. Process to be followed for non supply of books:

- ✓ Evaluate the supply status.
- ✓ Change supplier and re-order books.
- ✓ Prepare a performance report of the supplier every six months.

### 3.5.12. Maintenance of Files and Records:

Following records / files shall be maintained properly

- ✓ Accession Register
- ✓ Bill Register
- ✓ Purchase Orders
- ✓ Invoices
- ✓ Approvals
- ✓ Reminders
- ✓ Budget / Finance

## 4. PROCUREMENT OF JOURNALS

The Journals are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print/e-Journals subscription.

### 4.1. Subscription Process and Approvals

- 1) **Beginning of Renewal Process:** The received indent lists for subscription/ renewal of journal are compiled and forwarded to the HOD's before placing them in the Library Advisory Committee meeting. The process of renewals should begin at least four months in advance (in September) so that by December end / early January all the renewals are done and the subscriptions are continued without any discontinuation in issues. It should be ensured that adequate recurring / annual funds are available for the approved Journals Subscription / renewals etc. as required.
- 2) **Indian Journals** may be subscribed directly from the publishers who are usually from Institutions, govt. agencies, societies, etc. Approval may be taken for these direct subscriptions, but other conditions that govern foreign journal renewals are not applicable to Indian journals.

- 3) **Panel of Subscription Agents:** Library Advisory Committee will form a panel of Subscription Agents through whom library will place orders of all its foreign journal subscriptions. All terms and conditions will be decided by the Library Advisory Committee.
- 4) **Procedure for preparing a panel of Subscription Agents:** LAC will formulate a panel of vendors / subscription agents for supplying foreign journals with following criteria:
  - ✓ Registration number obtained under shop act, age of the organization
  - ✓ Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
  - ✓ Experience by peers
  - ✓ PAN / TAN, Sales / VAT tax number
  - ✓ Publishers that a vendor supports
  - ✓ Vendors turn over having at least 10 times of the value of the order (for the journals subscriptions)
  - ✓ Based on the performance, the panel should have at least 3 members
- 5) **Foreign Currency:** For subscription agents, the foreign currency conversion rate will be as per the payment made by the agents to the respective publisher. Agent will have to produce the proof of payment made to the publisher, along with conversion rates. The difference in proforma invoice conversion rates and actual payments to the publisher will be adjusted through additional payment to the agent or through refunds to the college / university.
- 6) **Bill payment :** The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher. The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing. The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate. Each Print/e-Journal is considered as a separate item in itself. The payment for each Print/e-Journals is treated as Advance Payment. The payment is made from the budget head “Journals” or any other head such as Plan Grant/Project Fund etc.

#### **4.2. Invoice: Advance payment, Bank Guarantee and agreement**

Since for journal subscriptions, advance payment is required, it is essential that colleges have certain mechanism to safeguard the advance being paid to the subscription agent.

The supplier will have to produce a Bank Guarantee of the invoice value to the colleges / University. The duration of this would be for three months, within which the supplier must produce the proof of remittance to the publisher and the subscription should commence. The following must be considered:

- ✓ After direct confirmation from publishers/ vendors, the journals are subscribed in the name of the college.
- ✓ Proof for remittance: Invoice / Bill in triplicate or in duplicate should be provided by the publisher / vendor.
- ✓ Publishers' Renewal Letter / Notice mentioning the subscription price / cost (e.g. Indian journals).
- ✓ Print out of the invoice / bill from the Publishers' / journals official website can also be considered in case the proper invoice / bill etc. are not received by the publisher/s.
- ✓ A copy of the letter sent to the publisher giving details of the journals for which remittance has been made and copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank) may also be considered.
- ✓ Publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher (if the payment is made from vendor's foreign currency account).

#### 4.3. Agreement

Colleges must enter into an agreement with the subscription agent (in a format of agreement) that all terms and conditions as laid out by the college will be binding on the supplier.

#### 4.4. Work Flow For Journal Subscription Process

- i) **Recommendation:** The list of journals to be renewed is put on circulation and recommendations are received. Faculty can also recommend new titles after approval by Dean of the College.
- ii) **Approval:**
  - ✓ The list will be processed for details like price / publisher.
  - ✓ Duplication checking with CeRA and library subscriptions.
  - ✓ Put up for screening by Library Advisory Committee and subsequently to Dean of the college for approval.

- ✓ If there is no response from faculty or if there is any difficulty or lack of time in obtaining the approval from college then the list may be approved by Director of Instruction/university authority after due recommendation by the concerned Dean of the college.
- iii) Proforma Invoices: Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.
- iv) Ordering: Journals Renewal and Subscription Orders will be issued to empanelled agents by Librarian
- v) Maintain proper Bill Register and MIS (Management Information System) of all invoices passed for payment
- vi) Binding of Journals: All journals procured through "to be capitalized grant" will be bound and kept on shelves.

#### 4.5. Receipt and access to journals

- ✓ Ensure that the items received are as per the supply order or access is enabled to the desired resource
- ✓ Manual (Kardex) and computerized record of receipts of the journal issues.
- ✓ Processing of Journal Issues: Physical verification, Stamping, magnetic tape insertion etc.
- ✓ Timely display of the Loose Issues of the periodicals on the respective display racks.
- ✓ Linking to the online content wherever applicable.
- ✓ Accessioning the virtual resources should not be done since they do not exist in physical form.
- ✓ Accompanying electronic materials such as CDs / DVDs etc may be preserved at the CeRA unit of the Library. Other items may be kept with the Periodicals Section.

#### 4.6. Gratis and Exchange Periodicals

- ✓ The documents relevant to the scope of the study and research areas be added to the gift collection and displayed.
- ✓ Try to get the free / discounted subscriptions to the periodicals wherever possible.
- ✓ Gratis may be accepted from the colleges / University, faculty, scholars, or outside institutes and organisations of similar interest.
- ✓ Avoid duplication unless essential.
- ✓ There should be a proper record of gratis items and can be acknowledged appropriately. Maintain a separate MIS (Management Information System) file of Gift/Exchange periodicals



- ✓ Journals under exchange mode are being handled by the Publications Unit and the Library is at the receiving end only.
- ✓ Claims regarding the non-receipts of Exchange Journals will be addressed to the Dean of the College or Librarian.
- ✓ Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

#### 4.7. Process to be followed for non supply of Journal Issues

- 1) Reminders: Missing issue reminders can be sent with the following frequency:
  - ✓ For Weekly/Monthly/Bimonthly journals: Once every month
  - ✓ For Quarterly / Biannual journals: Once every two months
- 2) Replacement of missing issues: Supplier must be asked to replace missing issues by way of:
  - ✓ Replacement copy, or
  - ✓ Publisher certified and reproduced copy or
  - ✓ Refund either in the form of credit note/demand draft / cheque/e-bank transfer
  - ✓ Extend the subscription period equivalent to corresponding period

## 5. ARCHIVING AND WEEDING OUT

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites etc., the print volumes of these journals may also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available. The following categories of materials can be considered for weeding out:

- a) Ephemeral material (e.g. newsletters, progress reports, pamphlets etc.) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These may be weeded out annually.
- b) Duplicate issues of the journals may be weeded out after checking that no other libraries in constituent colleges wants to have them in their collection.
- c) Material (Books, journals, reports) that library received as gifts / complementary by individuals / colleges and organisations which have no

relevance to CAU users.

- d) Books / Journals that have become unserviceable / mutilated due to heavy use, wear and tear, obsolete / insect infected material etc.

## 6. MANAGEMENT OF OTHER RESOURCES

A variety of other information resources are received and displayed for use in the Periodicals Section which is being received free of charge, viz:

- a) Complimentary Loose issues of Journals
- b) Annual Reports
- c) Working Papers
- d) Occasional Papers
- e) Discussion Papers
- f) Technical / Trend Reports
- g) Brochures
- h) Prospectus etc.

Non-Book Materials: A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes /Book CDs, Microfilms, Microfiche, 35mm films, Booklets, Posters, maps etc should be maintained at the Periodicals Section and enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

## 7. MAINTENANCE OF RECORDS

The transactions of all the activities / procedures /etc. in the periodicals section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section may maintain the following documents for keeping and maintaining the records:

- a) Journal Subscription Registers
- b) Bills Register
- c) Kardex (Journal Loose Issue Entry)
- d) Subscription Orders
- e) Approvals

## 8. E-RESOURCES

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing / abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form.

## 8.1. Pricing Models

CAU, Imphal may adopt any pricing model depending on various factors like suitability for different programmes, research area, relevance to different campuses, usage analysis, if it is a renewal one etc.

- a) Annual Subscription: Access to content is available for only one calendar year.
- b) Perpetual Access: Access to content is available for the year that we are subscribing. After expiry of subscription, we will still have access to the content of the year we had subscribed but not for the subsequent years.

## 8.2. Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers / vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc. There are no standard / uniformly acceptable terms that are yet to be established in this area, as this is almost a virgin and challenging field. Large opportunities exist in this area for negotiation with the publishers / resource providers and arrive at win-win situation. Since the ICAR CeRA e-journals consortium is providing access to large number of resources to Universities, care needs to be taken that colleges gets maximum number of e journals from that consortia.

A Negotiations Committee may be formed by the Library Advisory Committee to negotiate with the online journals/database dealers about the subscription cost of each database. The tenure of the Committee may be one year with following composition:

Dean	Chairman
Heads of Departments	Members
Finance officer	Member
Librarian or i/c Library	Member Secretary

## 8.3. Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure maybe followed for subscribing to Online Databases (not for single/individual e- Journals or e- Books)

- a) Identify the need.
- b) Publicize the availability of resource on trial.

- c) Analyze the usage statistics.
- d) Make a cost benefit analysis by considering all relevant facts.
- e) Faculty may recommend and indent for online databases.
- f) Convene a Library Advisory Committee meeting for screening of the received indents and for negotiation and concluding of the deal.

#### 8.4. e-Books and e-Journals

Same procedure as that of print journals for subscription to individual titles, may be followed with regard to preparation of list of journals, duplication checking, finding out price and putting up for the approval of Library Advisory Committee and due approval of Dean/Competent authority. If e- Journals/ e-Books are being subscribed as subject collections, bundles, or databases then library may prepare a proposal by making a cost benefit analysis after considering the relevance of the resource to academic and research interests, usage analysis and availability of funds. The proposal has to be approved by the Library Advisory Committee and subsequently by Dean/Competent authority. In case e-resources are not available through any consortium, publishers of e-resources may be directly contacted for raising the invoice.

## 9. CIRCULATION SECTION

Circulation Section handles the front desk operations of the library and is very important because it is the first contact point for users to the library. Efficiently functioning circulation desk leaves a lasting impression on the user and hence it is very significant section of the library.

Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily Books).
- b) Attending the Users' query for effective interpretation of library rules and regulations
- c) Registration of new members.
- d) Inter Library Loan Service.
- e) Maintenance of "Circulation Module" of Library Management Software Maintenance and update of all data related to library users.
- f) Sending Reminders to overdue documents users.

- g) Correspondence & issue of No Due certificate
- h) Library Orientations / Information and Digital Literacy.
- i) Assisting the users for accessing OPAC and Reference.
- j) Managing Counter Operations during Weekends / Holidays etc.

## 10. ISSUE AND RETURN PROCEDURE

Issue and return of library materials are routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books are:

### 10.1. While Issuing Books

- a) Quickly glance the book for any damage.
- b) Ensure that the User writes signs on the Book card.
- c) Enter details into Issue Database.
- d) Discharge the books as per system uses (Library Management Software or 3M Security).
- e) After checking, handover the books to the user.

### 10.2. While Receiving Books

- a) Quickly glance the book for any damage.
- b) Check Due dates for necessary action.
- c) Cancel the entries from user account.
- d) Charge books (in case of overdue) as per system adopted LMS or 3M security System.
- e) Cancel the entry in Book Card.
- f) Send them to Stack for Shelving.

## 11. BORROWING ENTITLEMENTS FOR FACULTY / STUDENTS / ADMIN

The number of items that the user is eligible to borrow are provided in the following table:

Category	General Shelf Books		Reserve Shelf Books	
	No of Books	Issue Period(- days)	No of Books	Issue Period (Days)
Academic Staff	10	30	2	2
Visiting faculty	5	7	1	2
Associates (Research Officers, Assistants)	5	15	1	2
Research Scholars	6	15	1	2
M.Sc. (P.G.) Students	5	15	1	2
B.Sc. (U.G.)Students	4	15	1	2
Admin	5	15	1	2
Alumni	1	30	0	0
Individual Members	1	30	0	0
Corporate Members	5	30	0	0
Institutional Members	5	30	0	0

## 12. MEMBERSHIP FEES

For being a member of the library, the following membership fees may be deposited.

Category	Refundable Deposit	Annual Fee	No. of Books	Loan Period
Alumni	Rs.2000/-	Rs.200/-	1	1 Month
Individual	Rs.2000/-	Rs.500/-	1	1 Month

## 13. BORROWABLE AND NON-BORROWABLE ITEMS

### 13.1. Borrowable Items

- a) Books from the general shelf.
- b) Reserve Shelf Books can be borrowed only for one or two days.
- c) CD ROMS, DVDs and audio video cassettes can be borrowed for a period of two days.

### 13.2. Non-Borrowable Items

- a) Journals bound volumes, loose issues of journals, world book encyclopaedias

and the latest available issue of magazines are to be referred within library premises and are not available for issuing outside the library.

- b) Dissertations / Project Works submitted by CAU Students are not issuable.

## 14. RENEWALS AND OVER DUE FINE

- a) Books can be renewed for another term of 15 days, if no demand is there.
- b) The renewal must be made on or before the due date.
- c) A General Shelf book can be renewed for three times in a row, after which it must be returned to the library.
- d) User may borrow it again, if there is no reservation placed on that.
- e) An overdue charge of Re.1.00/- per day per book from General Shelf and Rs. 2.00/- for Reserve Shelf has to be paid.
- f) Faculty and Staff will also be levied any library overdue fine.
- g) “No dues” certification will be cleared from library only after the library dues are fully paid up upon completion of programme.

## 15. LOSS OR MUTILATION OF DOCUMENTS AND POLICY FOR COMPENSATING

Library materials are to be handled with care. If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library using the prescribed form. For compensating, library may follow the following in the same order of preference after knowing the details for loss of the borrowed book:

- a) Book may be replaced with the same or latest edition or
- b) Actual cost of the book as per prevailing market price or a minimum amount of Rs.500/-, whichever is high is to be paid.
- c) Overdue charges may not be levied in such cases from the date of report until the same is replaced
- d) The matter may be resolved within a month.

## 16. LIBRARY ACCESS BY VISITORS

All external users who want to access library facilities and services for their academic purposes may be allowed after verification as follows:

- a) User must produce a valid identify proof like their university / college ID, work place ID, Adhar Card, Driving License, PANCARD, Voter ID.
- b) Fill up Day Membership form by furnishing the details as provided.
- c) Pay the library Usage Fees as below:

Category of User	Usage Fees	Entitlements
Students / Research Scholars from India and other SAARC Countries	Photocopy and print of any documents	Access to print collection and e-Resources as guest login
Professionals (Teachers, other academicians, etc)	Photocopy charges and print charges	Access to print collection and e-Resources as guest login
International Visitors	Photocopy charges and print charges	Access to print resources only. No access to e-Resources

## 17. ACCESS TO INTERNET AND E-RESOURCES

- a) Bonafide students, research scholars, faculty, staff (including project staff) under CAU, Imphal are eligible to access internet and e-Resources in library.
- b) Those holding memberships like Alumni, Individual / Institutional / Corporate / Day memberships can access internet at no cost using the terminals with Guest Login facility kept outside of library only within the campuses of colleges.
- c) The Guest Login computers are made available subject to the availability.
- d) Remote Login facility is to be provided for bonafide students, staff and research scholars of the constituent colleges of CAU, Imphal. No external user will be provided remote login facility.

## 18. PHOTOCOPYING SERVICES

Photocopying services are only for library holdings documents. Every library should have photocopiers facility which operates from 10.00am to 4.00pm

Photocopying charges:

- a) Any kind of outside/external documents are not allowed for photocopying in the



library.

- b) Rs.1.00 per exposure may be charged for Students, Faculty, Staff, Alumni, Individual / Institutional / Corporate membership holders / Participants of Conference / Workshops.
- c) Photocopy may be on both side of the paper. If library user wants single side photocopy then charge will be for both sides of the paper (Rs 2.00) as one sheet of paper has two pages which amounts to two exposures.
- d) Copyright rules are applicable for photocopying process.
- e) Photocopy of classnotes / teachers lecture notes are not allowed in the library.
- f) Photocopies can be taken from Books, Journals, Project Reports, etc.
- g) At any given point, only up to 20% document can be photocopied. Photocopying of any document cover to cover is prohibited.
- h) Photocopy of Theses and Dissertation may be allowed in exceptional cases and it may be only up to ten exposures or it may be discouraged.

## 19. THEFT / MISUSE OF LIBRARY RESOURCES

- a) The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- b) Each case shall be examined to ascertain its genuineness and the matter shall be reported to the Librarian/Library Advisory Committee / Dean / Registrar for further disciplinary action.

## 20. ISSUE OF LIBRARY USE CERTIFICATES

Librarian, i/c Library or Assistant Librarian may issue Library use or Attendance certificate to users who request for it. The procedure for obtaining an Attendance Certificate is as below:

- a) Obtain Day membership for library usage for external users/visitors.
- b) An application has to be submitted to the librarian.
- c) CAU students visiting other libraries can request introduction for library use letter directly.

## 21. COLLECTION DEVELOPMENT

All academic and research libraries have a common objective to provide its users the

information they want. The effectiveness of this function is directly related to collection development and organization of information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

### **21.1. Strength and weakness of the existing collection**

The Central Agricultural University, Imphal offers 9 Undergraduate, 38 Masters and 21 Ph. D. Degree programmes in different subjects/ disciplines at its 13 constituent colleges located in all the North-Eastern Hill states except Assam. In relation to these educational programmes, Library must make special provision in the budget to strengthen the academic activities with learning resources. Based on observations and recommendation, an effort should be made to procure books, journals and e-Resources for updating and strengthening of the academic programme.

### **21.2. Follow up with Funding Agencies**

Librarian with the consent of the Dean may follow up with funding agencies like ICAR, DARE, State Govt., UGC, Trusts / endowments for augmenting finances to strengthen the collection development process.

### **21.3. Follow up with ICAR CeRA (Consortium)**

Library must continuously follow up with consortium agencies like ICAR CeRA for inclusion and addition of new journals and databases to support the academic programmes

### **21.4. Shift towards e-resources**

Because of the conveniences like multiple logins and anywhere, anytime access, there is a considerable demand for online databases, e-journals and e-books, so e-First Policy may undertaken for effective management. CAU, Imphal has excellent access infrastructure like Cyber Library, 1 Gbps internet, Wi-fi connectivity etc in the every college campus. These e-resources can also be accessed from all campuses of colleges in the different states of the North East states except Assam. Hence, emphasis may be given more towards e-resources.

## **22. STACK ROOM /DISPLAY AREA MANAGEMENT**

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. The learning resources are to be

stacked / displayed in the following categories:

- a) General Stack Area for books / bound volumes periodicals.
- b) Reserve Shelf Collection (consisting of books in high demand, Thesis/Dissertations, CAU Project Reports etc).
- c) Reference Section (consisting of Encyclopedias, Dictionaries, Manuals, etc).
- d) News paper / Magazine Display Area .
- e) Journal Display Racks.

It is essential that all out efforts are made out by the library for pleasant and appealing display and quick retrieval of books / journals by the users. Library must ensure that:

- a) All the books taken out from the stacks are replaced back in their shelves at least twice a day.
- b) Each unit of stack may have a designated Library Attendant.
- c) Shelf Reading must be done continuously to look for misplaced books.
- d) Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved.
- e) The stacks should be properly labelled with subject guides and Class Number Guides.

## 23. STOCK VERIFICATION AND PROCEDURE TO WRITE OFF BOOKS

### 23.1. Stock Verification Periodicity

Physical verification of the library stocks has to be carried out to identify the losses, misplaced and / or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000volumes including the journal backvolumes.	100% physical verification at 5 year intervals

Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done.
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LAC and the library staffs may assist the verification team.

### 23.2. Loss of Books/Publications

Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries. Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library is the responsibility of entire library team and the security guards employed in the library. Therefore, librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence.

- a) A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action may be taken to write-off the publications by competent authority.
- b) If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- c) Occasional loss / damage of issues of periodicals are inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non receipts / damages are considered as loss for write-off.
- d) Loss of 5 volumes per 1000 volumes issued and / or consulted in a year may be taken as reasonable.
- e) Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall

invariably be investigated and consequential action taken. The Dean / Director will write off all such losses. The base value suggested for Indian and foreign books shall be reviewed every five years.

- f) There may be no objection to the Librarian, after due approval, in disposing of 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 Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated / damaged / obsolete are not fit for further use. (\* Extracted from Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984 and CAG's U G No. 1964-TA.II/21-83 dated 23.12.83) and (GFR-2005 Chapter 7, Rule 194).

### **23.3. Procedure for write-off**

- a) List the documents which are not found during stock verification.
- b) Library staff should 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).
- c) Prepare pre-final list of the documents not found and publicize to faculty/staff/ students.
- d) Compile a final list of documents which are not found.
- e) Compare with the list of earlier stock verification to identify common entries.
- f) 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.).
- g) Obtain approval from the Library Advisory Committee.
- h) Obtain approval from the Dean / Competent Authority.
- i) Make necessary entries in the accession register, write-off register.
- j) Remove records from databases.
- k) Close the concerned file.
- l) Improve the system with additional precautionary measures.

## **24. PREVENTIVE MEASURES**

- a) Follow closed access to the rare books and specialized collections.
- b) The exit / entry to the library may be monitored 24 x 7.
- c) Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack rooms, provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity / membership cards for identification of users, etc., can be adopted.
- d) Employ adequate number of staff in the library for monitoring.

## 25. USER SERVICES

The Library remains open from 9.00 A.M. to 6.00 P.M. on every official working days and may be closed on Sunday, 02<sup>nd</sup> Saturday and on National Holidays as per decision of the Dean. For issue / returns, library counter will function as per general working hours. Following sections are kept open as below:

- Reading Halls: 09.00 A.M. to 06.00 P.M. (Extension of working hours may be considered for regular academic examination and other competitive exam).
- Stack Rooms: 09.00 A.M. to 05.00 P.M.
- Cyber Library: 09.00 A.M. to 06.00 P.M.

### 25.1. Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Reference section. Users can also contact staff on duty for any assistance. Library also has access to online reference sources which may be accessed from the library website.

## 26. INFORMATION AND DIGITAL LITERACY/LIBRARY ORIENTATION

Library will conduct Information Literacy / User Education / Orientation programmes to all at the beginning of the academic year. These awareness programmes may be conducted when requested by users from time to time.

## 27. INTER LIBRARY LOAN

Library may maintain an inter library loan arrangement with leading local libraries of surrounding academic institutes / colleges libraries and within the libraries of the constituent colleges of CAU, Imphal. All possible efforts must be made to make available the learning resources needed by the faculty and students.

## 28. ICT SERVICES DIVISION

### 28.1. CeRA Access Services

The Central Agricultural University is a member of the CeRA (Consortium of e-Resources in Agriculture). CeRA is a sub-Project under National Agricultural Innovation Project, Unit of simulation and Informatics, Indian Agricultural Research Institute, New Delhi. With the rapid growth of internet facilities and advancement of web technology, almost all reputed international journals are available on-line and can be easily accessed by researchers over the network. Since ICAR is having network connectivity with its research centres, institutions, State Agricultural Universities and Central Agricultural Universities, selected journals could be made available over the network for the use of scientific community. Accordingly National Agricultural Innovation Project (NAIP) has funded for establishing the Consortium for e-Resources in Agriculture (CeRA) at the, IARI, New Delhi in November 2007 to facilitate accessibility of scientific journals to all researchers / teachers in the National Agricultural Research System by providing access to journals online which is crucial for having excellence in research. ICAR has set up this programme to promote use of electronic databases and full text access to e-journals by the research and Academic community of the country of Agricultural Universities and ICAR research Institution. Online databases are accessible through the registered IP address of the constituent colleges of CAU, which provide access to full-text scholarly research articles beyond the physical wall of the library in their campuses.

### 28.2. Document Delivery Services

Library of constituent colleges can obtain needful articles of journals from recognized Twelve Document Delivery Centres established by CeRA, IARI, ICAR, New Delhi and State Agricultural Universities. The Centre will deliver on demand, the copies of research papers from 4000 and odd print journals subscribed by these Centres apart from 3000 and odd full text e-journals, conference proceedings and other materials. Access to all these journals has been provided through JCCC (Journal Custom Content of Consortium) gateway portal. Users can also submit an online request in JCCC for the article from both print and e-journals.

### 28.3. Digital Library Services

A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases, Institutional Repository, CAU Archive etc.

- a) Access to Electronic version of Indian Journal of agricultural sciences, biological sciences, allied subjects and Bulletin through online access on Library intranet.
- b) Digitization of library materials including Rare and Out of Print books but in demand.
- c) Digitization of Theses and Dissertations submitted to the colleges by students.
- d) External Digitization projects.
- e) Scanning and printing facility for the students etc.

### 28.4. Cyber Section of Library

The Library of constituent colleges must set up Cyber section in the library with Pentium computers working in a networked environment through connectivity provided by BSNL / ERNET India using at least 1 Gbps High Bandwidth Leased Line. The Online databases like Project Muse, Springer Link, JSTOR, and Blackwell will provide access to full text journals through CeRA E-Journals Consortia.

#### Acceptable use and Code of Conduct:

- a) Do not connect any external device like mobiles, pen drives, etc. to computers in the library without the approval of the Librarian / Library(i/c). If approved for the connection, scan the external devices before use.
- b) Do not install any software without prior permission of IT team.
- c) Do not download movies or songs or other personal things.
- d) Do not remove LAN cord, keyboard and mouse from the computers.
- e) Do not save any document on the desktop.
- f) Keep mobile on silent mode.
- g) Eatables are not allowed inside the cyber library.
- h) Take care of own belongings.
- i) Turn off the computer after your work is completed.



- j) All drives will be formatted after every 15 days by IT team without any intimation.
- k) IT team will not be responsible for any data loss
- l) Kindly co-operate with IT team for minimum down time of the computers.
- m) Please inform to IT team in case of any computers problem.
- n) Please keep the cyber library clean.
- o) Keep silence in cyber section of the library.

### **28.5 Licenses and Fair Use of e-Resources**

The CeRA Consortium subscribes to thousands of electronic journals including full-text electronic resources and bibliographic databases for its member institutions. All electronic resources are available through the Consortium which is governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the CeRA Consortium on behalf of its member institutions. The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used in a fair and just manner and for personal, educational and research purposes only.

### **28.6 Computer Access-Acceptable Use and Code of Conduct**

Only registered members of the Library are authorized to use the Computers, Internet facility or to access e-Resources. Prior to such authorization, the students must sign and return the Library Registration Form acknowledging their responsibilities and the consequences of violation. Students are expected to observe network etiquette by being polite. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all CAU administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action

taken, the IT Department reserves the right to terminate access to system resources for any user who violates these guidelines.

- a) Every user in whose name a system account is issued will be responsible at all times for its proper use.
- b) Users shall not let other persons use their name, login password, or files for any reason.
- c) Users shall not use others' system accounts or try to discover another user's password.
- d) Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
- e) Users shall not use computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broad casts etc.
- f) Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video, files, graphics, and text without the written permission of the administrator.
- g) Users shall not use the computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.
- h) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or other name.
- i) Users shall not use computers to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or for any other illegal activities. In the event of accidental access to prohibited materials, users are expected to immediately discontinue such access and report the incident either to Library staff or to the administrator.
- j) Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- k) Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment,

altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

- l) Users shall not use computers for the forgery or attempted forgery of email messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send / receive email, or the use of another person's email account is prohibited.
- m) Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

## 29. LIBRARY SECURITY SYSTEMS

a) Library may employ a security system to safeguard the library resources. The following security systems may be employed in the library:

i) 3M Tattle tape Alarm System (Magnetic Detection System): This comprises of a charging / discharging unit, entry / exit security gates, UPS and Magnetic tattle tapes. The alarm will go off if a user tries to leave library without getting it issued at the counter

### **ii) Closed Circuit Camera System (CCTV):**

- i) Library must have installed CCTV cameras at main entrance across different section, stack rooms and study areas for monitoring the library users.
- ii) Main Security of Library exit point may have a LCD monitor where footage can be viewed.
- iii) Librarian's Office may have a LCD monitor where CCTV feed is provided.
- iv) System administrator may have access to recording of the footage.

### **b) Security Staff**

- i) Colleges may employ security guards in three shifts to provide 24x7 security to library.
- ii) Security Staff managing the exit point shall verify all documents that are being taken out of library. This is to make double sure that only properly issued books are being taken out.
- iii) The Security alarm may be checked for its functioning at shift change timings by security guards.

### **c) Library Attendants / MTS supervision**

Library attendants / MTS may be allotted different sections of the stack rooms and they will provide monitoring at stack rooms and study places and at the entry and exit door.

## 30. PHYSICAL AMBIENCES

### 30.1 Cleanliness

Library is a central resource department that is the backbone of all academic programmes of the colleges. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

### 30.2 Electricity, Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

### 30.3 Floor Plan and Direction / Guideposts

Library shall have floor plans designed and proper directions / guideposts for people to move around the library looking for resources / services.

## 31. CLEARLY DEFINED JOB DESCRIPTION

### Managing the Performance of Library team

Library is managed by a professionally qualified and competent team. It is suggested that the performance of the team can be optimized by taking the following measures.

- a) Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gels with the library's and then College / University Mission and Vision Statements. The organization chart with a clear reporting structure may be developed for having effective span of control within the library.
- b) Each section in the Library shall prepare a Quarterly Work Plan. Here, the works to be carried in the next quarter and the predetermined agreed targets

for achievements may be decided. There may be a review process after the every quarterly for assessment.

- c) Every member of library team shall exhibit the highest level of professional conduct in discharging their duties. Staffs are expected to be in their sections unless otherwise their work takes them away from the desk. Providing polite and efficient service shall be the motto of the library.
- d) Library will initiate an annual department performance audit where in the performance of each section of library will be evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation will certainly help library to overcome any lacunae in the facilities and services being provided.
- e) Library shall compile, analyze and submit a performance report after every three months. In this, the performance and productivity of each section of the library shall be reported with descriptions as to how many targets were achieved, difficulties faced and how they were overcome.

## 32. GENERAL GUIDELINES FOR THE USERS OF LIBRARY

- a) Library is exclusively for bonafide students, staff and faculty members of the Colleges of CAU, Imphal. However, external members are also allowed to use the facilities with prior written permission from the authorities. No visitor or guest is permitted to use the Library without obtaining a visitor / day membership.
- b) Library and its facilities are for educational purpose and must be used for academic purposes only.
- c) Users are requested to conduct in a professional manner, so that other users are not inconvenienced or disturbed. When communicating with the assistant or fellow users, utmost care must be taken so that others are not disturbed in the library. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room should be utilized for the same. All users are requested to keep their mobiles switched off or in silent mode in the Library.
- d) All the students / scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance. Only notebooks and the Library books to be returned will be allowed inside. Do not to leave any

valuables at the Check Point. Library is not responsible for any loss of Personal belongings. All files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.

- e) Identity Card is compulsory for getting access to the library. All library users must enter their name and address in the attendance register at entry gate.
- f) Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please donot try to shelve them yourself. Please remember that a book misplaced is a book lost.
- g) The newspaper(s) should be folded properly after reading and kept back in the designated place.
- h) Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books borrowed should be protected from RAIN, DUST, INSECT, etc.
- i) Eatables, beverages or tobacco in any form are not allowed inside the Library.
- j) All the students / scholars are required to bring one of their recent photographs (Passport Size) while applying for Library membership.
- k) The Reserve Shelf book must be returned on the due date between 9.00am to 10.00 am. And General Shelf books on or before the due date.
- l) Claim for Reserve Shelf books should be made in the Register maintained at the counter between 9.30 am to 2.00 pm and they should be collected between 3.30 pm to 5.00 pm.
- m) Books are issued to students for overnight during the examination time only.
- n) Those students who do not return the books, issued for overnight use, intime, will not be issued any book for a period of more than 7 days.
- o) All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- p) There will be a fine of Rs. 1.00 per General Shelf book and Reserve shelf book, Rs. 2.00.
- q) Students are advised not to issue Books to others on their names.
- r) Please operate the equipments with respect and care. Log-off when you are

finished with the computer.

- s) Please take back ups of your work. Library may periodically remove files on the system as a cleanup maintenance measure.
- t) All Software will be installed by college / university or institute computer engineers. Please donot install any software on your own, as this may disturb the exclusive software.
- u) Library does not make any exception to these rules and may withdraw the membership and facilities to anyone who is not complying with the regulations and such users name will be reported to higher authorities for disciplinary measures. No photograph of the Library shall be taken without proper authorization.
- v) Library reserves the right to call back any issued book / item at any time.
- w) All research scholars are advised not to keep Library books / journals (loose & bound) at any secret place without getting them issued.
- x) Library reserves the right to inspect these all place open or hidden, whenever necessary.
- y) All students are advised to come to the Library in decent dress as they are in the classrooms.
- z) Demand and suggestion slips are available at the circulation desk for your use.

For Support And Assistance, Please Contact Library Staff On Duty.

#### ANNEXURES:

- i) Library Membership Form for Faculty / Staff / Others
- ii) Library Membership Form for Students / Research Scholars
- iii) Day Membership/Visitor Membership Form
- iv) Lost/Mutilated Book Replacement Request
- v) Book Recommendation Form/Indent

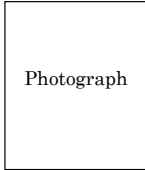




Annexure 2: Library Membership Form For Students / Research Scholars



**CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL**  
**LIBRARY**



College of -----

**Library Membership Form : Students / Research Scholars**

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Name of Students in full: Mr./ Ms./ .....

Roll No. :.....

Programme: B.Sc./M.Sc/M.Tech./Ph. D:.....

Specialization :.....

Present Address:.....

.....

..... Cell:.....

Email: ..... (Please write legibly)

Permanent Address:.....

.....

.....

..... Tel:.....

Date: :.....

Signature of Student:.....

Verified by Academic Section:  
(Signature & Seal)

*Library Membership may please be granted.*

Membership No..... Data Entry Done : .....

Professional Assistant (Circulation)/Library Assistant:

Assistant Librarian (User Services) :

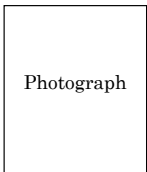
Librarian:

College of-----

Central Agricultural University



**CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL  
LIBRARY**



College of .....

**Library Membership: Day Member/Visitor/Alumni**

Date: ...../...../20.....

I, the undersigned would like to make use of learning resources available in your library for my study / research purpose. I hereby undertake the responsibility to abide by rules of the library. In case of damage to any library resources being used by me, I am willing to pay the required amount.

Name in full: Mr./ Miss./ Mrs./ Dr.....

Present Address:.....

.....

..... Cell:...../.....

Email: .....(Please write legibly)

.....  
User Signature

Photo Identity verified.

Identity Proof Produced:.....

Witness (Faculty member/Staff):

Signature :

Name (in full):

Designation:

Day Membership Provided

.....  
Librarian



**CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL**

**LIBRARY**

College of -----

**Lost/Mutilated Book Replacement Request**

Name of the Library User \_\_\_\_\_

Library ID No. \_\_\_\_\_ Date of Reporting the Loss / Mutilation \_\_\_\_\_

Title of the Book \_\_\_\_\_

Author \_\_\_\_\_ Accession No. \_\_\_\_\_

In order to make good the loss of library material, I hereby wish to do the following (Please Tick)

1. Here with replacing the Book with the same or latest edition
2. Will pay actual cost of the book as per library records or a minimum amount of Rs. 500/-, whichever is high.

Date: \_\_\_\_\_

Signature of the User \_\_\_\_\_

-----

**FOR OFFICE USE**

(Book Acquisition Section)

As per records, the price of the above mentioned book is Rs. \_\_\_\_\_

(In words) \_\_\_\_\_

Date: \_\_\_\_\_

(Asst. Librarian, Acquisition Section)

-----

**FOR OFFICE USE**

(Book Circulation Section)

Received from \_\_\_\_\_

a sum of Rs \_\_\_\_\_ (In words) \_\_\_\_\_

Receipt Number \_\_\_\_\_ Date \_\_\_\_\_

Date: \_\_\_\_\_

(Assistant Librarian- User Services)

-----

Librarian



**CENTRAL AGRICULTURAL UNIVERSITY, IMPHAL**

**LIBRARY**

College of .....

**Book Recommendation Form / Indent**

The Dean / Librarian

College of.....

Please procure the following titles of books which are useful for my teaching and research purpose.

Name of Faculty : .....

Department.: ..... Head of Department.....

Sl. No	Author	Title	Year of Pub.	Publisher	Price	No. of Copies	Total Price / Cost in Rs.

Approximate Cost of the above Books is: Rs.....

Signature of Faculty.....

Librarian: .....

Dean.....



