



Bharati Vidyapeeth's (Deemed To Be University)

School of Physiotherapy

Sangli- Miraj Road, Wanlesswadi, Sangli-416416

LIBRARY COMMITTEE

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

Objective:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

Procedure:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Membership of Library

- For becoming the members of the library the faculty and students have to fill in the library form with the details and get it signed by the principal.
- All the students of the college become members in the library after their enrollment into the course offered by the college.
- After the signing of the library form library cards are issued to the students.

Roles and Responsibilities of the Librarian

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library.
- To assist the staff and students in proper usage of the resources.

- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.
- To see to that the issued books will be returned in proper condition otherwise action will be taken.

Processing Of the Books/ CDs/DVDs:

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.

Procedure for borrowing of Books:

- Books will be issued for a period of seven (07) days at a time to the students and for one semester to the faculty. Technical and Admin Staff will be issued books for a period of fifteen (15) days.
- Re- issue of books will be done in the set of seven (07) days each for a maximum of two times, or as long as no other library card holder requires the book and keeps the request to reserve the same. The moment the book so issued is reserved by another card holder, the same shall not be further issued for an extended period to the current holder of the book.
- Technical and admin staff or students can at best hold only four (4) books in his/her account at any point of time, whereas a faculty members can hold a maximum of four (4) books in his/her account.
- Books will be issued only after the library card.
- Re-issue of the books can be done online by logging in on library register or 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 has to be paid before getting it re-issued as a fresh issue.
- Students withdrawing admission from college required to take “No Due Certificate” from the LIRC. Controllers of Records (COR) will not issue

clearance unless the student deposits the „No Dues Certificate“ with the COR, duly signed by the Librarian.

- Librarian shall issue a list of books and fine defaulters on the first working day of every month and displayed on the students“ notice board and also upload on the website. A copy of the same should be given to the Controller of Examinations (COE) and Controller of Records (COR).
- Before final semester 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.

ACCOUNTING OF FINE:

Rate of fine will be as follows:

- Students - Rs 5/- per day.
- The maximum limit for fine per book is Rs 5/- per day. DOUBLE prize or Latest edition. There after fine stops accumulating.
- Fine rate will be fed to Library fine book 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.
- 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, which should contain manual receipt No., serial – wise. The Library- In- charge is required to approach LIBSYS to incorporate receipt number in the System to avoid
- 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.

Annual Stock Verification

- Annual Stock Verification will be ordered by the Principal in the last week of April every year.
 - Due to the large volume of books held in the LIRC, 100% physical check of the books will be done at the beginning of the academic year i.e June. This cycle will be repeated every year. Books added every year will be taken into account.
 - After physically counting the books, and taking into account, the books that are issued out, the following lists will be prepared and attached to the report along with recommendation of the librarian and sent to the principal.
- ✓ Missing/Lost books
 - ✓ Repairable books
 - ✓ Unserviceable books for auction
 - ✓ Books not issued for over three years
- The Stock verification board will also check the details of fine collected and deposited during the year, 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 value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

Frequency of Meeting:

- There shall meet at least thrice in a year.
- In case of exigency, the member secretary can call a meeting.
- There shall be a notice for the requisition of meeting.

Minutes of the meeting:

The minutes are usually completed by the President, but can be assigned to someone else.

- Minutes of meetings should be written up for review within one week of the meeting.
- Copies must be preserved and handed over to the next member student at the end of the term.

Committee Members

Name of the Member	Designation
Hon.Dr.H.M.Kadam.	Regional Director
Dr. Sneha Katke	Chairman
Dr.Sunil Harsulkar	Member
Dr. Amruta Kabra	Member
Dr.Sapna Khot	Member
Dr.Vandana Salunkhe	Secretary
Mr.Netaji Desai	Librarian BV(DU)Medical College Library
Mr.Pradeep Patil	Accountant
Ms.Methwi Vasa M.	Student (SOPT.)