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**LAKSHMIBAI NATIONAL INSTITUTE OF
PHYSICAL EDUCATION**

(Deemed-to-be University)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE

**PADMASHREE DR. P M JOSEPH
CENTRAL LIBRARY (2026)**



LAKSHMIBAI NATIONAL INSTITUTE OF PHYSICAL EDUCATION, GWALIOR

(Deemed to be University under Section 3 of the UGC Act, 1956)
Ministry of Youth Affairs & Sports, Government of India

STANDARD OPERATING PROCEDURE (SOP) PADMASHREE DR. P M JOSEPH CENTRAL LIBRARY (2026)

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1. Introduction

Library was upgraded and designated as Padma Shri Dr. P.M. Joseph Central Library and was inaugurated on October 4, 2008. The new library building was inaugurated by the Honourable Dr. M. S. Gill, Union Minister of State for Youth Affairs and Sports and Chairman of the Lakshmibai National Institute of Physical Education. Currently, the library has gained significant recognition across the country due to its voluminous collection of 66,344 books, available for staff and students.

The Central Library of LNIPE serves as a dynamic academic, research, and learning hub. This Standard Operating Procedure (SOP) defines the operational workflow, service protocols, and quality standards required for efficient and user-friendly library functioning.

NAAC Alignment:

- Criterion 4 – Infrastructure & Learning Resources
- Criterion 2 – Teaching-Learning & Evaluation
- Criterion 5 – Student Support & Progression

NIRF Alignment:

- Resources & Facilities
- Research & Professional Practice

2. Definitions

Deemed to be University

A status granted by the Government of India that gives an institution autonomy similar to a university.

Ministry of Youth Affairs & Sports

The Government ministry responsible for youth development and national sports governance.

Central Library

The main institutional library housing academic, research, and reference materials.

Standard Operating Procedure (SOP)

A documented set of step-by-step instructions that ensure consistent and efficient operations.

Operational Workflow

A sequence of processes through which a task passes from initiation to completion.

Service Protocols

Rules and standards followed while providing services to users.

Learning Resource Centre

A facility offering access to academic, research, and learning resources.

Acquisition Section

The section responsible for selecting and purchasing books and other resources.

Technical Processing Section

Handles classification, cataloguing, and physical processing of library materials.

Reference Section

Provides access to encyclopedias, dictionaries, and other reference materials.

Circulation Section

Manages issue, return, and renewal of library books.

Reading Section

Designated area for silent study and reading.

Periodical Section

Houses journals, magazines, and newspapers.

Book Stack Area

The shelving area where books are arranged in classified order.

Thesis/Dissertation Section

Collection of academic theses and dissertations.

Reprography Section

Provides photocopying, scanning, and printing services.

Rare Books Section

Stores valuable, historic, or rare publications.

Digital Resource Centre

Provides access to e-resources and databases.

Research Support Services

Assists users in research, citation, and information retrieval.

Library Management System (LMS)

Software used to automate library operations, such as KOHA or SOUL.

OPAC

Online Public Access Catalogue used to search library holdings.

Barcode / RFID

Tagging technologies used to identify and track books.

INFLIBNET

A national organisation providing digital resources and library support services.

E-ShodhSindhu

A national e-journal consortium for higher education institutions.

ShodhShuddhi

A national plagiarism detection service.

Shodhganga

A national digital repository of Indian PhD theses.

Inter-Library Loan (ILL)

A service enabling libraries to lend and borrow books from each other.

DDC

Dewey Decimal Classification, an international system for classifying books.

CCC

Classified Catalogue Code, an Indian cataloguing standard.

LCSH

Library of Congress Subject Headings used for subject indexing.

MARC

Machine Readable Cataloging format for bibliographic data.

Circulation

The process of issuing, returning, and renewing books.

CAS

Current Awareness Service, updates users on new information.

SDI

Selective Dissemination of Information based on user interests.

Stock Verification

Physical checking of library resources for accuracy.

Weeding / Withdrawal

Removal of outdated, damaged, or duplicate materials.

Digitization

Conversion of print materials into digital form.

Library Committee

A committee responsible for library policies, budget, and improvements.

IQAC

Internal Quality Assurance Cell responsible for quality enhancement.

3. Vision

To be a premier knowledge hub in the field of Physical Education, Sports Sciences, and allied disciplines, fostering academic excellence, research innovation, and lifelong learning for the national and global community.

4. Mission

- Provide timely access to quality print and digital resources.
 - Support teaching, research, and professional development.
 - Foster an inclusive, technology-enabled learning environment.
 - Preserve and promote knowledge in physical education and allied fields.
-

5. Service Philosophy

- User-first, inclusive, and efficient services.
 - Professional, ethical, and transparent operations.
 - Technology-driven information access.
 - Continuous improvement through feedback and best practices.
-

6. Library Organization

Functional Sections

- Acquisition Section
- Technical Processing Section
- Reference Section
- Circulation Section
- Reading Section
- Periodicals Section
- Book Stack Area
- Thesis/Dissertation Section
- Reprography Section
- Rare Books Section
- Digital Resource Centre (INFLIBNET Corner)

- Research Support Services

Library Staff Roles

- Librarian (Head of Library Services)
- Assistant Librarian
- Library Clerk
- Library Support Staff

Library Timings(As decided by the Institute from time to time)

Day	Timings
Monday – Friday	9:30 AM – 6:00 PM
Saturday	9:00 AM – 5:00 PM
Sunday & Holidays	Closed (Open during exams with prior approval)

7. Membership & Access Policy

Eligibility

- UG, PG, PhD Students
- Faculty and Staff
- Visiting Scholars
- Alumni (Reference access only)

Registration Procedure (Regular Students)

1. Submit Institutional ID / credentials.
2. Fill membership form (physical or online).(Annexure -1)
3. Verification of identity and contact details.
4. Issue of Library Card / Digital ID.

Registration Procedure (Guests/Outstation Students/ Scholars)

1. Application for membership
2. Approval from Institute Authority.
3. Submit prescribed Fee.*
4. Fill membership form (physical or online).(Annexure: 2)
5. Verification of identity and contact details.
6. Issue of Library Card / Digital ID for a limited period.

***Prescribed Fee:**

1. Membership for 15 Days:
2. Membership for 30 days:
3. Membership for 3 months:
4. Membership for 6 Months:
5. Membership for one year:

8. Book Issue - Return Policy

Category	No. of Books	Loan Period
UG Students	4	7 days
PG Students	4	7 days
Ph.D. Scholars	10	15 days
Faculty Members	10	30 days
Administrative Staff	4	15 days

Additional Guidelines:

- One renewal permitted (unless reserved).
- Overdue fines: * (As per Institute Policy)
 - Students:
 - Staff:

9. Resource Access

Physical Resources

- Textbooks & Reference Books
- Journals, Magazines, Newspapers
- Theses & Dissertations
- Government Reports / Sports Manuals

Digital Resources

INFLIBNET E-Consortium

- One Nation One Subscription (ONOS)
- E-ShodhSindhu
- ShodhShuddhi

- Infistats
- INDIAN Access Management Federation (INFED)

INFLIBNET Open Access Initiatives

- Shodhganga
- Shodhgangotri
- Shodh-Chakra
- IR@INFLIBNET

Inter-Library Loan (ILL)(Annexure: 3)

- Reference books for Departmental Library
- MoUs with partner institutions

10.Rules & Conduct

1. Maintain silence and library decorum.

Users must ensure a peaceful academic environment inside the library at all times. Conversations, group discussions, or loud movements are strictly prohibited. Silence allows all readers to study without disturbance and supports a productive learning atmosphere.

2. Mobile phones in silent mode.

All mobile phones and electronic devices must be switched to silent or vibration mode. Attending calls, playing audio, or using loud notifications inside the library is not allowed. If a call is necessary, it should be taken outside the library premises.

3. Food/drinks prohibited.

Eating or drinking inside the library is strictly not permitted. Food crumbs, spills, and odours can damage books, attract insects, and disturb other readers. Water bottles with secure lids may be allowed only in designated areas, depending on library policy.

4. Bags must be deposited at the entrance.

All backpacks, handbags, and personal carry bags must be kept at the baggage counter or designated storage area before entering. This helps prevent accidental

book damage, ensures space efficiency, and reduces the risk of misplacement or security concerns.

5. Books must be handled with care.

Users must maintain the physical condition of books and materials. Folding pages, marking with pens/highlighters, tearing pages, or placing heavy objects on books is strictly prohibited. Any damage must be reported immediately to library staff.

6. Violations may lead to suspension of privileges.

If any user does not follow the rules or engages in misconduct—such as damaging books, disturbing others, or violating digital-use policies—the library reserves the right to recommend temporary or permanent suspension of their access and borrowing privileges.

11. Services Offered

- Book Issue–Return–Renewal
- Reference and Research Assistance
- Digital Access / e-Resource Support
- Reprography Services (Nominal charges) through QR Code.
- Orientation & Information Literacy Programs
- CAS (Current Awareness Service)
- SDI (Selective Dissemination of Information)

12. Technical Operations

Classification & Cataloguing

- Classification: DDC (Dewey Decimal Classification)
- Cataloguing Standards: CCC
- Subject Headings: LCSH

Library Management System (LMS)

- KOHA 24.05.04 / SOUL 2.0

13. Monitoring, Audit & Feedback

- Regular stock verification and usage analysis
- Feedback through forms and digital surveys
- Monthly reports to Library Committee

14. Library Committee

Composition

- Chairperson: Librarian/ Senior Faculty
- Member Secretary: Assistant Librarian
- Faculty Representatives
- Student Representatives

Functions

i. Policy formulation

The Library Committee is responsible for developing and updating policies that govern library operations. This includes policies on membership, borrowing privileges, resource usage, digital access, ethical conduct, and preservation. These policies ensure transparency, consistency, and efficient functioning of the library.

ii. Budget approval

The committee reviews and approves the annual library budget. This includes allocation of funds for the purchase of books, journals, databases, equipment, maintenance, staffing, and infrastructure. Proper financial planning ensures that the library remains well-equipped to support academic and research needs.

iii. Resource procurement

The committee oversees the selection and acquisition of library resources such as books, journals, e-resources, databases, and digital tools. In coordination with departments and librarians, it ensures that materials purchased are relevant, up-to-date, and aligned with academic requirements.

iV. Grievance redressal (Annexure:4)

The committee addresses concerns and complaints raised by students, faculty, or staff regarding library services, facilities, or behaviour-related issues. It ensures fair resolution, improves service delivery, and maintains a user-friendly environment.

V. Quality enhancement initiatives

The committee monitors and implements strategies to improve library services. This may include adoption of new technologies, training programs for staff, upgrading digital services, infrastructure improvements, or introducing user-oriented programs such as orientation sessions, workshops, or feedback systems. The goal is to continuously elevate the library's performance and user satisfaction.

15. SOP Review & Updating

i. Annual review of SOP

The Standard Operating Procedures (SOPs) must be reviewed once every academic year to ensure that all operational processes remain relevant, efficient, and aligned with institutional requirements. This annual review helps identify gaps, redundancies, or outdated practices and ensures continuous improvement in library functioning.

ii. Updates based on technological advancements and user feedback

As library operations increasingly rely on digital systems, e-resources, automation tools, and modern information technologies, any new advancements must be reflected in the SOP. Additionally, constructive feedback from students, faculty, staff, and visiting scholars is analysed, and necessary modifications incorporated to make library processes more user-friendly and effective.

iii. Recommendations from Library Committee & IQAC included

All SOP revisions must consider the formal recommendations made by the Library Committee and the Internal Quality Assurance Cell (IQAC). These bodies provide insights on policy changes, service quality, compliance with accreditation standards, and institutional best practices. Incorporating their recommendations ensures that the updated SOP aligns with quality benchmarks, regulatory guidelines, and evolving academic needs.

Part B — Detailed Standard Operating Procedures (Process-Level SOPs)

16. Daily Opening SOP (Annexure:5)

1. Arrive at designated time; sign attendance / digital attendance
2. Conduct external safety checks.
3. Switch on electricity, lights, AC/HVAC.
4. Disarm security alarm; record time.
5. Power on circulation systems (LMS, scanners, printers).
6. Check emails/notices.
7. Inspect reading areas.
8. Process returns from drop-box.
9. Verify Online Public Access Catalogue (OPAC) and equipment functionality.
10. Open counters at scheduled time.
11. Security Alarm Log/ bookall observations/faults.

17. Daily Closing SOP (Annexure:6)

1. Announce closing 10 minutes in advance.
2. Ensure all users exit safely.
3. Collect materials from tables (if any).
4. Complete last circulation transactions.
5. Backup data .
6. Secure valuable items.
7. Lock emergency exits (if any) activate alarm.

18. Acquisitions SOP (Books, Journals, e-Resources, Newspapers)

Acquisitions SOP

(Books, Journals, e-Resources, Newspapers)

As per Government of India Regulations

1. Purpose

The Acquisitions SOP ensures that all resources—including books, journals, e-resources, and newspapers—are selected, approved, purchased, and recorded in a transparent, timely, financially compliant, and academically relevant manner. The procedure follows GFR 2017, institutional financial rules, and Library Committee recommendations.

2. Scope

This SOP applies to the procurement of:

- Textbooks and reference books
 - Print journals and periodicals
 - Electronic journals, databases, and subscription packages
 - Newspapers and magazines
 - Theses, dissertations, reports (if procured externally)
 - Any other academic learning resources
-

3. Acquisition Workflow

(Selection → Approval → Procurement → Receiving → Accessioning → Technical Processing → Shelving)

4. Book Acquisition SOP

4.1 Resource Identification & Selection

1. Departmental Recommendations:

- Faculty submit book recommendations through prescribed formats or online forms.
- Recommendations must be aligned with curriculum, research needs, and accreditation requirements.

2. Library's Professional Assessment:

- Cross-check demand, relevance, duplication, and availability.
 - Verify inclusion of latest editions.
-

- Ensure the item is aligned with **Library Collection Development Policy.(Annexure: 7)**

3. Duplicate Checking:

- Check OPAC for existing copies.
- Avoid unnecessary duplication unless justified (high demand, multiple sections, reserve shelf).

4. Preparation of Preliminary Selection List:

- Compiled by Assistant Librarian / Acquisition Section.
- Categorized by discipline, publisher, and priority.

4.2 Approval & Sanction

1. Library Committee Review:

- Reviews selection list.
- Recommends new titles, removes redundant suggestions.

2. Budget Verification:

- Ensure available funds under relevant heads (Books/Journals/E-resources).
- Check annual allocation, ongoing commitments, and financial limits.

3. Final Approval:

- Competent Authority sanctions the approved list.

4.3 Procurement Methods (as per Government of India GFR Rules)

Annexure: 8

a. Quotation Method

- Obtain multiple quotations from empanelled/registered vendors.
- Vendors must quote discount rates (Indian/foreign books), service charges, foreign exchange conversion norms.
- Comparative statement prepared and placed before approving authority.
- Lowest evaluated price (L1) or best value selection is adopted.

b. Tender Method

- For large purchases or bulk subscriptions.
- Open, Limited, or E-tendering as per financial thresholds.
- Bibliographers/vendors submit lowest offers for each title/subject.
- Technical + financial evaluation conducted.
- Contract awarded to successful bidder.

c. Fixed Supply Method (Rate Contract)

- Library signs a contract with selected vendors for a period (1–2 years).
- Supply is based on fixed discount terms.
- Contract extended only after satisfactory performance review.

d. Direct Ordering to Publisher

- Used when:
 - Specialized books are unavailable through vendors.
 - International publishers offer direct discount schemes.
- Must follow GFR rules regarding direct purchases.

e. Fixed Ordering / Standing Order Method

- For book series, annuals, handbooks, or multivolume works.
- Ensures automatic supply of future volumes upon publication.

f. Approval Method

- Vendors provide sample books for evaluation.
- Selection Committee approves titles physically.
- Only selected books are invoiced and procured.

g. Free Purchase / Open Market Purchase

- Used for:
 - Book fairs, exhibitions, urgent academic needs.
- Purchases must follow GFR financial limits and proper receipts/invoices must be obtained.

4.4 Receiving & Verification Process

1. Check invoice, delivery challan, and supplied books.

2. Verify title, edition, quantity, and price against purchase order.
 3. Apply publisher/vendor price verification norms (e.g., conversion rates for foreign books).
 4. Record shortages, defects, or incorrect supplies in the Supplier Discrepancy Register.
-

4.5 Accessioning & Bill Processing

1. Enter books into the Accession Register and LMS.
 2. Stamp ownership and accession number.
 3. Bill forwarded for payment with:
 - Purchase order
 - Approval note
 - Accession record
 - Price verification
 4. Payment processed by the Accounts Section as per GFR.
-

5. Journals & Periodicals Procurement SOP

5.1 Methods

a. Direct Subscription Method

- Used for Indian journals or when publishers accept institutional subscriptions.
- Renewal reminders and invoices tracked annually.

b. Subscription Through Agency

- For multiple journals.
- Empanelled subscription agencies must comply with:
 - Performance reliability
 - Timely supply
 - No duplicate billing
 - Government procurement norms

5.2 Receiving & Recording

- Maintain Journal Register / LMS entry.
 - Missing issues reported immediately.
 - Annual binding processed for long-term preservation.
-

6. e-Resources Acquisition SOP

- 1. Identify needs via faculty departments.**
 - 2. Evaluate trial access offers.**
 - 3. Ensure compliance with:**
 - License agreements
 - Perpetual access clauses
 - Simultaneous user limits
 - 4. Procurement through:**
 - INFLIBNET e-Consortium
 - ONOS (One Nation One Subscription)
 - Direct publisher purchase
 - 5. Verify activation & IP authentication.**
 - 6. Maintain usage statistics for renewal decisions.**
-

7. Newspapers & Magazines Procurement SOP

1. Annual Subscription Planning

- The Library Committee prepares and approves the annual subscription plan for all newspapers and magazines at the beginning of each financial/academic year.
- The plan must include:
 - List of required newspapers and magazines (English, Hindi, regional, subject-specific, professional journals).
 - Number of copies required.
 - Subscription duration.
 - Estimated budget and vendor quotations.

- Once approved, the library places subscription orders with empanelled vendors or directly with publishers.
-

2. Vendor Responsibilities and Supply Conditions

- The selected vendor must deliver daily newspapers before the library opening hours to ensure availability for readers.
 - Newspapers must be:
 - Recent editions (no previous-day or late copies).
 - Neatly bundled and intact.
 - For magazines and other periodicals, the vendor must supply issues as per the publication frequency (weekly/fortnightly/monthly).
-

3. Handling Missing, Damaged or Misprinted Copies

- Any missing, damaged, or misprinted copy of a newspaper or magazine should be reported to the vendor on the same day.
 - The vendor is required to replace the defective copy within 24 hours without additional cost.
 - A record of such incidents should be maintained in the *Vendor Performance Register* for periodic evaluation.
-

4. Recording and Documentation

- All magazines and periodicals should be entered in the Periodicals Register/Periodical Accession Register upon receipt.
 - Each entry must include:
 - Title
 - Issue number/volume
 - Month and year of publication
 - Date of receipt
 - Supplier name
 - Remarks (e.g., “Late receipt”, “Replaced copy”)
-

- Newspapers should be ticked off in the **Daily Newspaper Receipt Log** to ensure complete delivery.(Annexure:9)
 - Periodicals should later be processed for binding, if applicable, as per library policy.
-

5. Monitoring & Review

- The Librarian or designated staff must conduct a monthly review of periodical receipts to ensure no issues are pending.
 - Non-compliance by vendors (late delivery, repeated missing issues) should be escalated to the Library Committee for necessary action.
 - Annual renewal decisions must be based on:
 - User demand
 - Usage statistics
 - Vendor performance
 - Budget availability
-

8. Monitoring & Review

1. Monthly Review of Receipts

- The Librarian or designated library staff shall conduct a monthly verification of all periodical receipts (newspapers and magazines).
 - This review includes:
 - Matching received issues with the expected publishing schedule.
 - Checking for any missing, delayed, or damaged issues.
 - Ensuring that all received periodicals are duly entered in the Periodicals Register or Daily Newspaper Receipt Log.
 - Any discrepancies identified during the review must be recorded in the Periodical Monitoring Sheet and communicated to the vendor for immediate correction.
-

2. Vendor Compliance Tracking (Annexure:10)

- Continuous monitoring of the vendor’s adherence to delivery timelines and quality standards must be maintained.
 - Instances of non-compliance—such as:
 - Late delivery
 - Repeated missing issues
 - Delayed replacements
 - Supply of outdated editions
 should be documented systematically.
 - For persistent or serious non-compliance, the matter should be escalated to the Library Committee for review and necessary action, such as issuing warnings, imposing penalties, or reconsidering the vendor’s contract.
-

3. Annual Evaluation for Subscription Renewal

- The decision to renew subscriptions for the next cycle should be based on a structured assessment, including:
 - **User demand** — Feedback from students, faculty, and staff; frequency of use recorded in library statistics.
 - **Usage statistics** — Issue-wise usage, circulation trends, footfall analysis, and relevance of the publication.
 - **Vendor performance** — Reliability, timely delivery, responsiveness, replacement of missing/damaged copies, and complaint resolution time.
 - **Budget availability** — Availability of funds under the library budget and cost-effectiveness of subscriptions.
 - The Librarian should compile an Annual Periodical Review Report summarizing these findings and present it to the Library Committee for final approval of renewals or cancellations.
-

9. Reporting

- Monthly acquisition report submitted to the Librarian.

- Annual acquisition summary included in Library Annual Report.
 - Procurement data shared with IQAC and Library Committee for review.
-

18. Circulation SOP (Issue/Return/Renewal)

The Circulation Section is responsible for issuing, receiving, and renewing library materials efficiently while ensuring compliance with library rules and maintaining accurate records in the Library Management System (LMS). The following components describe each function in detail:

1. User Verification

Before issuing or renewing any library materials, the staff must confirm the identity and eligibility of the user.

This includes:

- Checking the **Library Card / Digital ID** for authenticity
 - Verifying the user category (UG, PG, PhD, Faculty, Staff)
 - Ensuring that the user has **no outstanding fines** or overdue items
 - Confirming that the user is within the allowable borrowing limit
- User verification ensures that only authorized members avail circulation services and prevents misuse of library resources.

2. Scanning and Transaction Handling

All circulation transactions must be processed through the **Library Management System (LMS)**, such as KOHA or SOUL.

Standard procedure includes:

- Scanning the book's **barcode / RFID tag**
- Scanning the user's ID
- Recording the due date as per the user category
- Printing or displaying the issue receipt
- Updating the system in real-time

During returns, the staff must:

- Scan the item

- Check the physical condition
- Confirm if any fine is applicable
- Mark the item as “Available” in LMS

Proper scanning prevents errors and ensures accurate inventory management.

- The process should be handled manually in case of absence/ troubleshooting in the online system.

3. Fine Calculation

Overdue fines must be calculated automatically through LMS based on library policy.

The staff must ensure:

- Fine rules (e.g., ₹10/day for students) are correctly updated in the system
- Fines are clearly communicated to the user at the time of return
- Receipts are generated for every fine payment
- Fines are documented for audit purposes

Fine exemptions, waivers, or special cases must be approved by the Librarian or Competent Authority.

4. Lost / Damaged Book Procedure(Annexure:11)

When a book is reported lost or returned in damaged condition, the following steps must be followed:

1. The user submits a written application reporting loss/damage.
2. The staff checks the **current cost** of the book (publisher website, latest catalog, vendor price).
3. The user must either:
 - Replace the book with a **new copy of the same edition or later**,
OR
 - Pay the **current market price + processing charges**
4. The LMS must mark the item as **Lost** until settlement.

5. Once replaced/paid, a new accession entry is created. This procedure ensures recovery of library assets and accountability of users. For all financial transactions Institute policy should be followed.
-

5. Mis-shelving Prevention

Mis-shelving can lead to “lost books” even when they are physically present in the library.

Preventive steps include:

- Ensuring that all returned books are placed in a **separate sorting area**
- Re-shelving only by trained library staff, not by users
- Following **DDC classification** strictly
- Daily shelf-reading by staff to identify misplaced items
- Using shelf markers while searching and shelving books

Accurate shelving maintains the integrity of the library’s cataloging system.

6. Weekly / Monthly Audits

To maintain circulation accuracy and reduce discrepancies, the following audits must be conducted:

Weekly Audits

- Check frequently used shelves for mis-shelving
- Match LMS issue records with physical issue registers (if used)
- Review overdue items and send reminders

Monthly Audits

- Generate circulation statistics (issues, returns, renewals)
- Prepare a list of long overdue books
- Review fine collection data
- Submit a monthly report to the Librarian

Regular audits strengthen accountability and reduce long-term discrepancies in library records.

19. Technical Processing SOP

1. Machine Readable Catalogue (MARC) Record Creation/Import

- Each resource (book, journal, e-book, thesis, etc.) must have a MARC record created or imported in the Library Management System (LMS).
- Imported MARC data must be checked for accuracy and completeness.
- Mandatory fields (title, author, publisher, ISBN, subject headings, call number) must be consistently maintained.
- MARC authority files must be used to maintain uniformity of headings and indexing.

2. DDC Classification

- Classification of every item must follow the **Dewey Decimal Classification (DDC)** latest edition.
- Appropriate Class Number, Book Number, and Cutter Number must be assigned.
- Classification must reflect both primary subject and local academic relevance.
- Class numbers must be consistent across multiple copies or related subjects.

3. Physical Processing (Barcode, Stamping, Spine Label)

- Each item must undergo physical processing before shelving:
 - Barcode or RFID tag affixed
 - Institute ownership stamp applied
 - Accession number stamped on multiple pages
 - Spine label printed and affixed correctly
- Dust jackets and fragile materials must be laminated if required.

4. Quality Check by Second Cataloguer

- A second cataloguer must verify the accuracy of classification, cataloguing, and physical processing.
- Errors in call numbers, subject headings, or labels must be corrected before shelving.

- This ensures standardization and eliminates cataloguing errors.

20. Shelf Management SOP

1. Daily Reshelfing

- Library assistants must reshelve all returned books, reference documents, and in-house reading materials at least twice a day.
- Materials should be arranged strictly according to the classification scheme (DDC/LC/NLM).
- Mis-shelved books must be corrected immediately to prevent loss or misplacement.

2. Weekly Shelf-Reading

- Each week, staff should conduct a systematic shelf-reading to ensure correct order on shelves.
- Shelf-reading includes:
 - Checking call number sequence
 - Ensuring labels are visible and intact
 - Identifying misplaced or damaged books
- Staff must update the Shelf-Reading Checklist.

3. Monthly Systematic Shelf-Check

- A monthly shelf-check involves comparing items on the shelves with the OPAC/LMS inventory list.
- Missing items must be traced, reported, and documented.
- Identify books that require repair, rebinding, or replacement.

4. Annual Stock Verification

- Conducted once a year as per institutional norms.
- A physical count of all library materials is matched with the LMS records.
- Missing, lost, or withdrawn items must be documented in a Stock Verification Report and submitted to the Library Committee.

21. Reference & User Support SOP

1. Reference Interview

- Staff begin by understanding the user's need through focused questions.
- Clarify:
 - Purpose of information
 - Depth and scope
 - Preferred format (print/digital)
- Record complex queries for follow-up.

2. Guided Search

- Help users navigate:
 - OPAC
 - Databases
 - E-journal platforms
 - Institutional Repository
- Demonstrate search strategies, keywords, filters, and Boolean operators.

3. Research Assistance

- Provide help with literature reviews, citation styles, research tools, and plagiarism checks.
- Offer one-on-one consultation for advanced topics.

4. ILL Support

- Assist users in placing Inter-Library Loan requests via ILL portal/email.
- Track request status and follow up with partner libraries.

5. Documentation of Queries

- Maintain a Reference Query Log capturing:
 - User type
 - Nature of query
 - Services rendered
 - Time taken
 - Follow-up action (if any)

22. ILL / Document Delivery SOP

Workflow: User Request → Verification → Partner Library Request → Tracking → Delivery → Return

1. User Request

Users submit an ILL request online or through a form.

2. Verification

- Staff verify:
 - Bibliographic details
 - Availability within own library
 - Eligibility of the requester

3. Partner Library Request

- Forward request to partner library via email, ILL network, or union catalogue system.
- Maintain communication logs.

4. Tracking

- Monitor request status and update the user regularly.

5. Delivery

- Receive document (scan/photocopy/original).
- Inform the user and record transaction details.

6. Return

- For borrowed originals, ensure timely return.
- Check for damages and acknowledge receipt.

23. Weeding & Withdrawal SOP (Annexure:12)

1. Criteria-Based Selection

- Identify books for weeding based on:
 - Obsolescence
 - Poor physical condition
 - Multiple unused copies
 - Superseded editions

- Irrelevant or outdated content

2. Review by Subject Expert/ Deans/Department Heads, Section Heads

- Subject expert// Deans/Department Heads, Section Heads review the list and approve or reject items flagged for removal.

3. Disposal Procedure

- Withdrawn items may be:
 - Donated
 - Sold as scrap
 - Recycled
 - Discarded as per institutional policy
- A Weeding Register must be maintained.

4. Update Records

- Remove withdrawn items from LMS/OPAC.
- Update asset and stock records accordingly.

24. Preservation & Binding SOP(Annexure:13)

1. Damage Assessment

- Regularly inspect fragile, torn, or brittle items.
- Categorize materials as:
 - Minor repair
 - Binding required
 - Replacement needed

2. Binding Queue Management

- Prepare a binding list and track materials sent to binders.
- Ensure uniform binding style and quality checks upon return.

3. Digitization (Where Applicable)

- Identify rare, high-use, or fragile materials for scanning.
- Follow copyright rules before digitization.
- Upload digitized content to IR/Digital Library with proper metadata.

25. Digital Library / Institutional Repository SOP

1. Metadata Entry

- Follow standardized metadata schemes (Dublin Core, MARC21).
- Ensure accuracy in author names, titles, keywords, and abstracts.

2. Rights Management

- Verify copyright clearance.
- Assign appropriate access levels:
 - Open Access
 - Campus-only
 - Restricted

3. Backup Policy

- Perform regular backups of digital content.
- Maintain off-site storage for disaster preparedness.

4. Usage Analytics

- Track downloads, views, and user engagement.
 - Prepare monthly analytics reports for decision-making.
-

26. IT & LMS Management SOP

1. Regular Backups

- Daily incremental backups and weekly full backups of LMS databases.
- **Backups stored securely and tested periodically.**

2. System Updates

- Apply security patches and version upgrades for LMS, databases, and servers.
- Maintain an Update Log.

3. Database Maintenance

- Clean outdated records, ensure indexing, and run optimization tasks.
- Monitor system performance.

4. Downtime Reporting

- Document planned and unplanned downtimes.
 - Notify users via noticeboard/website/email.
 - Prepare downtime analysis reports.
-

27. Serial Management SOP

1. Daily Receiving Log

- Record all received newspapers, magazines, and journals in the Serials Receiving Register.
- **Mark delays or missing items.**

2. Missing Issue Claims

- Send claims to the vendor/publisher within 7 days of identifying missing issues.
- Track claim status until resolved.

3. Annual Binding

- At the end of the subscription year, collate all issues and prepare for binding.
 - Verify issue sequence before sending for binding.
-

28. Security, Safety & Disaster Management SOP(Annexure:14)

1. CCTV & Alarm Monitoring

- Ensure CCTV cameras cover all critical areas including reading halls, circulation desk, and rare books section.
- Daily check camera functioning and alarm systems.

2. Fire & Disaster Drill

- Conduct periodic fire safety drills in collaboration with the institution's safety office.
 - Train staff on evacuation procedures, fire extinguisher usage, and emergency response.
-

- Maintain a Disaster Management Manual and update it annually.
-

29. Staff Training SOP

1. Induction Training

- All newly appointed library staff must undergo a structured induction/orientation programme within their first week of joining.
- Induction should cover:
 - Library mission, vision, and service philosophy
 - Overview of library sections (Reference, Circulation, Technical, Digital Library, Periodicals, etc.)
 - Introduction to LMS/OPAC, cataloguing standards, circulation workflows
 - Safety protocols, user handling, and communication guidelines
- A **checklist** must be maintained to ensure all induction components are completed

2. Monthly In-Service Training

- The Library shall conduct monthly training sessions for continuous skill upgradation.
- Topics may include:
 - New digital resources, databases, or e-journals
 - Updates to SOPs and workflows
 - Customer service skills
 - Cataloguing/metadata standards
 - IT tools, cybersecurity, and troubleshooting
 - Reference services and search strategies
- Attendance and training modules must be documented in the Staff Training Register.

3. Performance Review

- Staff performance should be evaluated annually and linked to:
 - Adherence to SOPs

- Quality of user service
 - Technical skills and task completion
 - Participation in training programmes
 - Contribution to library initiatives
 - Feedback should be shared with staff, and targeted training should be planned to address skill gaps.
-

30. Reporting & Statistics SOP

1. Monthly Usage Statistics

- Each service point must compile monthly statistics, including:
 - Footfall
 - Circulation (issue/return)
 - Reference queries addressed
 - Database/e-resource usage
 - ILL requests processed
 - New arrivals and digital repository uploads
- The data must be entered in a standard Monthly Library Statistics Sheet and submitted to the Librarian.

2. Annual Report Preparation

- At the end of each academic year, staff compile a comprehensive annual report summarizing:
 - Key statistics
 - Major initiatives and achievements
 - Training programmes conducted
 - Budget utilization
 - Infrastructure upgrades
 - User feedback and service improvements
- The annual report must be submitted to the Library Committee and included in the institution's annual documentation.

3. Data-Based Decision-Making

- **Library decisions should be grounded in evidence derived from:**
 - Usage data trends
 - User surveys
 - Collection performance analysis
 - Cost-per-use of resources
 - **Data insights should inform:**
 - Subscription renewals
 - Procurement plans
 - Staffing requirements
 - Service improvements
-

31. Good Practices for Implementation

1. SOP Accessibility

- All SOPs must be openly accessible on the library website/intranet.
- Ensure the latest version is uploaded for staff and users.

2. Regular Training for Staff

- Conduct refresher sessions periodically to review SOP updates.
- Encourage staff to attend workshops, webinars, and professional development opportunities.

3. Version Control with Revision Date

- Every SOP must include:
 - Version number
 - Date of implementation
 - Date of last revision
 - Responsible officer for updates
- Maintain a Version Control Register to track changes.

4. Patron-Friendly Simplified SOPs

- For users, develop simplified SOPs covering:
 - Membership

- Borrowing rules
 - Fines and renewals
 - Services available
 - Display these in:
 - Library noticeboards
 - Library website
 - User guides/handbooks
 - Ensure language is simple, clear, and user-friendly.
-

Annexure -1

Regular Student Registration Form

SECTION A: Personal Information

1. Full Name: _____

2. Gender: _____

3. Date of Birth : _____

4. Mobile Number : _____

5. Email Address: _____

6. Permanent Address: _____

7. Hostel Address (if applicable)

SECTION B: Academic Details

8. Programme / Course

Dropdown:

- B.P.Ed. (Integrated) Drop down for semester
- M.P.Ed. Drop down for semester
- Ph.D. Drop down for semester
- M.A. Yoga (Drop down for semester)
- PG Diploma (Drop down for semester)
- M.S.S. (Drop down for semester)
- Other (Specify)

9. Enrollment Number / Roll Number

10. Department

SECTION C: Parent/Guardian Details

11. Father's/Mother's/Guardian's Name

Short answer

12. Contact Number

Short answer

13. Address (if different from above)

Paragraph

SECTION D: Document Uploads

14. Upload Student ID Card / Admission Proof

File upload

15. Upload Photograph

File upload

SECTION E: Declaration

16. Declaration

- I hereby declare that the information provided is correct and I agree to follow all institutional rules and guidelines.

17. Upload Signature

File upload

SUBMIT BUTTON

“Submit”

(Auto-confirmation email recommended)

OFFLINE FORM

REGISTRATION FORM – REGULAR STUDENTS

(For Institutional Records)

A. Personal Details

1. **Full Name:** _____
 2. **Gender:** ☐ Male ☐ Female ☐ Other
 3. **Date of Birth:** ____ / ____ / ____
 4. **Mobile Number:** _____
 5. **Email ID:** _____
 6. **Permanent Address:** _____
-

7. **Hostel Address (if applicable):**

B. Academic Details

8. **Enrollment / Roll Number:** _____

9. **Programme / Course:** _____

10. **Year / Semester:** _____

11. **Department :** _____

C. Parent/Guardian Details

12. **Name of Father/Mother/Guardian:** _____

13. **Contact Number:** _____

14. **Address:** _____

D. Attach Documents (Tick the Attached Files)

☐ Copy of Student ID

☐ Admission/Enrolment Proof

☐ Passport-size Photograph

☐ Any other document: _____

E. Declaration

I declare that all information furnished above is true to the best of my knowledge. I agree to comply with all institutional rules and regulations.

Signature of Student: _____

Date: ____ / ____ / ____

FOR OFFICE USE ONLY

• Documents Verified: ☐ Yes ☐ No

• Verified by: _____

• Registration Number Issued: _____

• Remarks: _____

- Signature of Registrar / Official: _____
 - Date: ____ / ____ / ____
-

Annexure-2

REGISTRATION & MEMBERSHIP APPLICATION FORM
(For Guests / Outstation Students / Scholars)

A. Personal Details

1. **Full Name:** _____
2. **Gender:** ☐ Male ☐ Female ☐ Other
3. **Date of Birth:** ____ / ____ / ____
4. **Mobile Number:** _____
5. **Email ID:** _____
6. **Permanent Address:**

B. Institutional / Academic Details

1. **Parent Institution / University:** _____
2. **Designation / Course:** _____
3. **Purpose of Visit / Research Work:** _____

4. **Duration of Required Access:**

From ____ / ____ / ____ To ____ / ____ / ____

C. Documents to be Submitted

(Please tick the documents attached)

- ☐ Identity Proof (Aadhar/Passport/Institution ID)
 - ☐ Institutional/Research Letter (if applicable)
 - ☐ Photograph (1 passport size)
 - ☐ Any other document: _____
-

D. Registration Procedure (Office Use)

1. **Application Received on:** ____ / ____ / ____
 2. **Documents Verified by:** _____ (Signature)
 3. **Approval Status:**
 - ☐ Approved
 - ☐ Not Approved**Approved by (Authority):** _____
 4. **Membership Fee / Caution Money:**
Amount: ₹ _____ | Receipt No.: _____
 5. **Temporary Membership Card Issued:**
Card No.: _____ Valid up to: ____ / ____ / ____
 6. **Software Entry Completed:** ☐ Yes ☐ No
-

E. Declaration by Applicant

I hereby declare that all information provided is true to the best of my knowledge. I agree to abide by all library rules, regulations, and the validity conditions of temporary membership.

Signature of Applicant: _____

Date: ____ / ____ / ____

F. Verification & Approval (Library Use Only)

Remarks:

Librarian / Competent Authority

Signature: _____ Date: ____ / ____ / ____

DIGITAL FORM

Registration & Membership Form

(For Guests / Outstation Students / Scholars)

SECTION A: Personal Information

1. Full Name

Short answer

2. Gender

Multiple choice:

- Male
- Female
- Other
- Prefer not to say

3. Date of Birth

Date:

4. Mobile Number

Short answer

(Validation: numbers only, 10 digits)

5. Email Address

Short answer

(Validation: must contain @)

6. Permanent Address

Paragraph

SECTION B: Academic / Institutional Details**7. Name of Parent Institution / University**

Short answer

8. Designation / Course / Research Status

Short answer

9. Purpose of Visit / Research Work

Paragraph

10. Duration of Required Access

Date range

(Start date → End date)

SECTION C: Document Uploads**11. Upload Identity Proof**

File upload (PDF/JPG/PNG)

12. Upload Institutional / Research Letter (if applicable)

File upload

13. Upload Passport-size Photograph

File upload

14. Any Additional Document (optional)

File upload

SECTION D: Membership Details (Auto-filled / Staff Section)

(Admin Only)

15. Verification by Staff Member

Dropdown:

- Documents verified
- Pending verification
- Resubmit required

16. Approval Status

Multiple choice:

- Approved
- Not Approved

17. Fees Collected (if applicable)

Short answer (₹)

18. Receipt Number

Short answer

19. Temporary Membership ID Assigned

Short answer

20. Valid Till (Expiry Date)

Date

SECTION E: Declaration

21. Applicant Declaration

Multiple choice (Required):

- I declare that the information submitted is true and I agree to follow all library rules and membership conditions.

22. Signature of Applicant

(Use "Upload Your Signature" OR "Draw Signature" add-on)

File upload (PNG/JPG)

SECTION F: Submission

Final Step:

Click "Submit" to complete your registration.

A confirmation email will be sent after document verification.

Annexure-3

INTER-LIBRARY LOAN (ILL) REQUEST FORM

(For Students / Faculty / Researchers)

A. Applicant Details

1. **Name:** _____
2. **Designation / Course:** _____
3. **Department:** _____
4. **Institution / University:** _____
5. **Mobile Number:** _____
6. **Email ID:** _____

B. Type of Request

(Please select the appropriate option)

- ☐ **Inter-Library Loan (ILL) – Book Borrowing**
- ☐ **Reference Books for Departmental Library**
- ☐ **Request under MoU with Partner Institution**

C. Bibliographic Details of Required Material

(Fill for each item requested)

1. Title of Book / Journal / Material:

2. Author(s): _____

3. Publisher / Year: _____

4. Edition (if applicable): _____

5. Call Number / ISBN (if known): _____

6. Purpose of Request:

- ☐ Coursework
- ☐ Research
- ☐ Teaching
- ☐ Departmental Reference
- ☐ MoU-based Exchange

7. Required Duration:

From ____ / ____ / ____ To ____ / ____ / ____

D. For Requests Related to Departmental Reference Collection

(Fill only if requesting reference books for departmental library)

1. Justification:

2. Recommended by (Departmental Head):

Name: _____

Signature: _____

Date: ____ / ____ / ____

E. For Requests Under MoU with Partner Institutions

(Fill only if applicable)

1. Partner Institution Name:

2. MoU Reference Number (if available):

3. Type of Material Permitted under MoU:

- ☐ Books
- ☐ Journals

- ☐ Digitized Content
☐ Other: _____

4. Terms Verified by Department/Library:

☐ Yes ☐ No

F. Applicant Declaration

I hereby confirm that the requested material will be used only for academic and research purposes. I agree to return all borrowed items in good condition and within the stipulated period.

Signature of Applicant: _____

Date: ____ / ____ / ____

SECTION FOR LIBRARY USE ONLY

G. Processing Status

1. Request Received on: ____ / ____ / ____
2. ILL Request sent to: _____
3. Mode of Communication:
☐ Email
☐ Phone
☐ Online Portal
4. Expected Delivery Date: ____ / ____ / ____
5. Received On: ____ / ____ / ____
6. Due Date for Return: ____ / ____ / ____

H. Verification & Approval

☐ Approved ☐ Not Approved

Librarian :

Name: _____

Signature: _____

Date: ____ / ____ / ____

I. Remarks (if any)

Annexure 4

Grievance Redressal

Feedback Form : English

LINK:

https://docs.google.com/forms/d/e/1FAIpQLSd0n0uIwigcyBCCzzC9X6k9h5oAINYJ5dljLIjYtvOS1_ZBQ/viewform

Feedback Form : Hindi

LINK :

<https://docs.google.com/forms/d/e/1FAIpQLSc0QOgNXWMN5e20ESCtgN1w0qIHQvqXD9wP8f24L54tr0TpiA/viewform>

Annexure- 5

Daily Opening Checklist

Daily Opening SOP – CHECKLIST

<u>S.No.</u>	<u>Task</u>	<u>Status</u> (✓/X)	<u>Remarks</u>
<u>1</u>	Arrive at designated time; sign attendance / digital attendance		
<u>2</u>	Conduct external safety checks (entrances, surroundings, hazards)		
<u>3</u>	Switch on electricity, lights, AC/HVAC systems		
<u>4</u>	Disarm security alarm and record time in logbook		
<u>5</u>	Power on circulation systems (LMS, computers, scanners, printers)		
<u>6</u>	Check emails, notices, and circulars		
<u>7</u>	Inspect reading areas for cleanliness & readiness		
<u>8</u>	Process returns from book drop-box		
<u>9</u>	Verify OPAC systems and equipment functionality		
<u>10</u>	Open counters/services at scheduled time		
<u>11</u>	Update Security Alarm Logbook with observations/faults		

Annexure-6

Daily Closing SOP – CHECKLIST

<u>S.No.</u>	<u>Task</u>	<u>Status</u> (✓/X)	<u>Remarks</u>
<u>1</u>	Announce closing 10 minutes in advance		
<u>2</u>	Ensure all users exit safely from the premises		
<u>3</u>	Collect leftover materials from tables and reading areas		
<u>4</u>	Complete all pending circulation transactions		
<u>5</u>	Backup LMS data (if manual backup required)		
<u>6</u>	Secure valuable items and sensitive documents		
<u>7</u>	Lock emergency exits (if applicable) & activate security alarm		

Annexure -7

Library Collection Development Policy

Explanation + Developed Policy

A **Collection Development Policy** is a formal document that guides how a library selects, acquires, organizes, maintains, and evaluates its information resources.

It ensures that the library collection remains **relevant, balanced, up-to-date, and aligned with the institution's goals.**

1. Purpose of the Policy

The Collection Development Policy aims to:

- Support the teaching, learning, and research needs of the institution.
 - Ensure consistent, transparent, and objective decision-making in resource selection.
 - Guide budget allocation and acquisition priorities.
 - Maintain a balanced collection that reflects curricular needs and user demand.
 - Provide guidelines for weeding, replacement, and preservation.
-

2. Scope of the Collection

- Academic programs (UG, PG, PhD)
 - Research areas and departmental needs
 - General reference resources
 - Digital & e-resources
 - Special collections (archives, local history, institutional publications)
-

3. Selection Principles

Materials are selected based on:

3.1. Relevance

- Direct support to curriculum, teaching, and research
- Alignment with institutional objectives and accreditation needs (e.g., NAAC)

3.2. Authority & Credibility

- Author's expertise
- Publisher reputation
- Accuracy and scholarly value

3.3. Quality

- Updated editions
- Clarity, readability, and appropriate academic level
- Positive reviews from standard sources

3.4. Demand

- Student and faculty recommendations
- Circulation statistics
- Resource gaps identified during evaluation

3.5. Diversity

- Multiple viewpoints
- Inclusion of regional language and cultural perspectives where relevant

4. Types of Materials Included

- **Print Books** (Textbooks, reference books, subject monographs)
- **E-books**
- **Journals & E-Journals**
- **Databases & E-resources** (INFLIBNET, Shodhganga, Scopus, etc.)
- **Audio-visual content**
- **Government publications & policy documents**

- **Theses & dissertations**
 - **Reports, manuals, standards**
-

5. Acquisition Procedures

5.1. Source of Recommendations

- Faculty and department heads
- Students
- Librarians based on review tools
- Review committees
- Course curriculum committees
- Accreditations/NAAC/NIRF requirements

5.2. Methods of Acquisition

- Direct purchase from publishers/vendors
- Through empanelled vendors (as per GFR norms)
- E-resource subscription via consortia
- Gift and donations (with evaluation)
- Inter-library loan (ILL) or resource sharing
- Exchange programs with institutions

5.3. Budget Management

- Annual allocation based on departments
 - Separate budget for e-resources
 - Periodic review of usage vs. cost
 - Priority to essential texts and reference materials
-

6. Evaluation of Collection

Evaluation helps identify gaps and maintain quality:

- Usage statistics and popular titles
- Feedback from faculty and students
- Curriculum updates

- Annual collection review
 - Benchmarking with peer institutions
 - Accreditation feedback requirements (NAAC/AICTE/UGC)
-

7. Weeding (Deselecting Materials)

Material may be withdrawn if:

- Outdated or superseded by new edition
- Poor physical condition
- No circulation for 5–7 years (except classics/reference)
- Irrelevant to current curriculum
- Duplicate copies no longer required

Weeding must be systematic and documented.

8. Preservation & Maintenance

- Repair damaged books
 - Bind frequently used items
 - Digitize rare material
 - Maintain suitable environment (temperature, humidity, pest control)
 - Backup and digital preservation for e-resources
-

9. Gifts & Donations Policy

- Accepted only if relevant and in good condition
 - Library reserves right to reject or dispose of unwanted items
 - Donor does not control shelving or disposal decisions
-

10. Ethical & Legal Considerations

- Copyright compliance
 - Licensing agreements for e-resources
 - Plagiarism guidelines
-

- Data protection for library users
-

11. Policy Review & Updates

- Reviewed every 2–3 years
 - Revised based on curriculum changes, technology updates, and user feedback
 - Approved by Library Committee/Advisory Board
-

FILLABLE TEMPLATE: Library Collection Development Form

SECTION A: Basic Information

1. Department / School:

[_____]

2. Program / Course:

[_____]

3. Name of Recommending Faculty / Staff:

[_____]

4. Designation:

[_____]

5. Date of Submission:

[DD/MM/YYYY]

SECTION B: Type of Resource Required

(Select one or more)

☐ Textbook

☐ Reference Book

☐ E-Book

☐ Journal / E-Journal

☐ Database / E-resource

☐ Audio-visual material

☐ Government Publication / Report

☐ Standards / Manuals

☐ Dissertation / Thesis

☐ Others (Specify):

[_____]

SECTION C: Recommended Title Details

(Repeat this table for each title)

Field	Fillable Box
Title of the Book / Resource:	
Author(s):	
Edition:	
Publisher:	
Year of Publication:	
ISBN / ISSN:	
Quantity Required:	
Format: Print / E-Resource / Both	
Urgency Level: High / Medium / Low	

SECTION D: Justification for Selection

- ☐ Supports newly introduced curriculum
- ☐ Essential reading for syllabus
- ☐ Supplementary reading
- ☐ Research requirement
- ☐ Reference use
- ☐ Student demand / high usage
- ☐ Replacing outdated or damaged copy
- ☐ Required for NAAC/NIRF/Accreditation

Justification Note:

[

]

SECTION E: Budget Information

Is this item within departmental budget?

- ☐ Yes ☐ No ☐ To be approved

Estimated Cost (if known):

[

]

Vendor Suggestion (optional):

[_____]

SECTION F: Librarian's Evaluation (To be filled by Library)

Checked for duplication:

☐ Yes ☐ No

Availability in existing collection:

☐ Available ☐ Not Available

Recommended for procurement:

☐ Yes ☐ No ☐ On Hold

Remarks:

[_____
_____]

Evaluated by (Librarian):

[_____] **Signature:** _____

Date: _____

SECTION G: Approval

Approved by Head of Department:

Name: _____

Signature: _____

Date: _____

Approved by Library Committee:

☐ Approved ☐ Not Approved ☐ Deferred

Remarks:

[_____
_____]

Annexure -8

GFR Rules for Acquisition of Books

The General Financial Rules (GFR) 2017 do **not treat books like other “goods.”**

1. Books are Excluded from the Definition of Goods (GFR Rule 143)

Under **Rule 143 (Procurement of Goods)**, “Goods” includes equipment, materials, machinery, software, etc.

BUT books, publications, and periodicals for a library are explicitly excluded.

Implication:

Libraries and academic institutions may frame **their own procedures** for book procurement, but the **general principles of financial propriety and transparency still apply.**

Relevant GFR Rules That Apply Indirectly to Book Acquisition

Even though books are excluded from “goods,” GFR mandates the following principles:

2. Follow the General Principles of Procurement (Rule 144)

Book procurement must follow:

- Efficiency, economy, and transparency
- Fairness and competition
- Clear justification of requirement
- Documentation of decisions
- Reasonable and justifiable price

Even for a single vendor supply (common with academic books), price reasonableness must be certified.

3. Purchase Committee System (Based on Rule 155 Principles)

Even though Rule 155 applies to “goods,” libraries generally adopt the **Local Purchase Committee (LPC)** model:

- For purchases above the “direct purchase” threshold
- Committee surveys multiple vendors
- Confirms availability, editions, and price
- Recommends the supplier

Most institutions follow a **three-member committee** format.

4. Direct Purchase (Small Value Purchases)

Adopting the principle of **Rule 154**, institutions may allow:

- **Direct purchase of low-cost books**
- Based on faculty recommendation, publisher rate, or approved vendor list
- With certification of:

- Need
- Edition accuracy
- Fair pricing

This is especially applicable for textbooks, reference books, or urgent teaching needs.

5. Discounts, Price Verification, & Single Vendor Justification

Since book prices are often fixed by publishers:

- Obtain maximum institutional discount
- Verify prices from publisher catalogues, official websites, or distributors
- Record the reason when only one supplier can provide a book (common for specialized academic books)

6. Accessioning & Asset Recording (Rule 211–217 Principles)

Books are a form of asset.

Therefore, institutions must:

- Maintain **Accession Register**
- Enter:
 - Title, author, publisher
 - ISBN
 - Price
 - Supplier
 - Bill number
 - Year of purchase
- Maintain stock verification periodically (Rule 219 principles)

GFR-Compliant Framework for Book Acquisition

Most institutions follow this model:

Step 1: Recommendation

- Faculty/department submits recommended list
- Includes subject area, priority, edition

Step 2: Price Checking

- Library checks:
 - Publisher website
 - Online sources
 - Vendor quotations
 - Catalogue prices

Step 3: Purchase Committee Approval

- Committee validates:
 - Need
 - Authenticity
 - Price reasonableness

Step 4: Purchase Order

- Placed with:
 - Publisher
 - Authorized distributor
 - Approved vendor

Step 5: Delivery, Verification, Accessioning

- Physical verification
- Accessioning
- Cataloguing
- Barcode & stamping
- Shelving

Step 6: Payment Processing

- Based on verified bill + certificate that books received in good condition

Important Note on GeM

- Books are **not required** to be procured through **GeM**
- GeM is mandatory for “goods,” but books are **exempt** (GFR 143)

Annexure-9

Daily Newspaper Receipt Log

Library / Department: _____

Month & Year: _____

Daily Newspaper Receipt Table

Date	Newspaper Name	Language	No. of Copies	Delivery Time	Condition (OK/Damaged)	Received By (Signature)	Remarks
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							

Date	Newspaper Name	Language	No. of Copies	Delivery Time	Condition (OK/Damaged)	Received By (Signature)	Remarks
24							
25							
26							
27							
28							
29							
30							
31							

Summary for the Month

Total Newspapers Received: _____

Missing / Not Delivered Dates: _____

Damaged Copies: _____

Vendor Name: _____

Vendor Contact: _____

Checked By (Librarian): _____

Signature: _____

Date: _____

Annexure - 10

Vendor Compliance Tracking

Section A: Vendor Information

- **Vendor Name:** _____
- **Vendor Category:** (Books / Journals / Newspapers / Stationery / Services / Other)
- **Contact Person:** _____
- **Phone / Email:** _____
- **Contract / MoU Validity:** From _____ To _____
- **Vendor Code (if any):** _____

Section B: Compliance Checklist

Compliance Parameter	Requirement / Standard	Frequency	Status (Yes/No/Partial)	Evidence / Document	Remarks
1. Delivery on Time	As per purchase order	Daily / Weekly / Monthly			
2. Quality of Material	As per specifications	Each delivery			
3. Invoice Accuracy	Matches PO & delivery	Each transaction			
4. Price Compliance	Within approved rate contract	Ongoing			
5. Replacement for Damaged Items	Within 7 days	As needed			
6. Response Time to Queries	Within 24–48 hours	Ongoing			
7. Supply of Required Documents	GRN, bills, tax docs	Each cycle			
8. Compliance with GFR 2017 Rules	Mandatory	Ongoing			
9. Contract/MoU Terms Followed	100% adherence	Ongoing			
10. Warranty / Support Obligations	As per agreement	As applicable			
11. GST + Tax Compliance	Valid GST No., invoices	Monthly			
12. Communication & Professional Conduct	Satisfactory	Ongoing			

Section C: Performance Rating (Monthly / Quarterly)

Rate each parameter on a scale of **1 to 5**
(1 = Poor, 5 = Excellent)

Parameter	Rating (1–5)	Remarks
Delivery Performance		
Product Quality		
Accuracy of Documentation		
Responsiveness		
Problem Resolution		
Adherence to Terms & Conditions		
Overall Reliability		
Value for Money		

Average Score: _____

Rating Category:

- 4.5–5.0 = Excellent
- 3.5–4.4 = Good
- 2.5–3.4 = Average
- Below 2.5 = Unsatisfactory

Section D: Non-Compliance Report (if any)

Date Nature of Non-Compliance Impact Action Taken Final Status

Section E: Recommendations

- Continue Vendor? ☐ Yes ☐ No ☐ Conditional
- Improvement Actions Required:

-
- Deadline for Corrective Action: _____
-

Signatures

- Prepared By (Staff): _____
- Verified By (Librarian / Officer): _____
- Approved By: _____
- Date: _____

Annexure - 11

Library Asset Damage Assessment

Section A: Basic Information

- **Library / Department:** _____
- **Assessment Date:** _____
- **Reported By (Staff/Student):** _____
- **Contact No. / Email:** _____
- **Asset Category:**
 - ☐ Book ☐ Journal ☐ E-Resource Device ☐ Furniture
 - ☐ Computer / Equipment ☐ AV Material ☐ Other: _____
- **Asset ID / Accession No. / Barcode:** _____
- **Title / Description of Asset:** _____

Section B: Damage Description

Damage Type	Yes/No	Details
-------------	--------	---------

Damage Type	Yes/No	Details
Torn Pages		
Missing Pages		
Water Damage		
Stains / Marks / Writing		
Binding Damage		
Cover Damage		
Spine Damage		
Loose / Detached Pages		
Physical Breakage (equipment/furniture)		
Software/System Malfunction (for devices)		
Missing Parts / Accessories		
Other (Specify)		

Section C: Severity Assessment

Severity Level	Description	Select
Minor	Usable with minor repair	☐
Moderate	Requires repair/rebinding/replacement	☐
Major	Not usable; recommended for replacement/withdrawal	☐

Section D: Estimated Cost of Repair/Replacement

- Repair Cost Estimate: ₹ _____
- Replacement Cost Estimate: ₹ _____
- Vendor / Technician Recommendation: _____
- Quotation Needed? ☐ Yes ☐ No

Section E: Action Taken

Action Type	Status (Tick)	Remarks
-------------	---------------	---------

Action Type	Status (Tick)	Remarks
Sent for Repair	☐	
Rebinding	☐	
Replacement Ordered	☐	
Written-off	☐	
Returned to User with Penalty	☐	
Under Review	☐	
No Action Required	☐	

Section F: Responsibility / Penalty (if applicable)

- **Person Responsible:** _____
- **Library Rules Applied:** _____
- **Penalty Amount (if any): ₹** _____
- **Payment Status:**
☐ Paid ☐ Pending ☐ Waived

Section G: Remarks & Recommendations

[]
[]

Signatures

- **Assessed By (Library Staff):** _____ (Signature)
- **Verified By (Librarian):** _____ (Signature)
- **Approved By (Authority):** _____ (Signature)
- **Date:** _____

Annexure-12

Weeding & Withdrawal Register (Library Collection) (For LNIPE Central Library & Departmental Libraries)**

A. General Information

- **Library / Department:**

- **Date of Weeding Activity:**

- **Purpose of Weeding:**

- ☐ Physical Condition ☐ Outdated Content ☐ Low Usage
☐ Duplicate Copies ☐ Superseded Edition ☐ Lost/Damaged
☐ Others (Specify):

- **Committee Members Present:**

1. _____

2. _____

3. _____

B. Weeding & Withdrawal Record Table

S. No.	Accession No.	Title of the Book / Material	Author	Publisher	Year	Class No./ Call No.	Condition (Poor/Damaged/ Obsolete)	Reason for Withdrawal	Committee Recommendation	Final Decision (Withdraw/Rebind /Replace)	Remarks
1											
2											
3											
4											
5											

(Add more rows as needed)

C. Summary of Weeded Items

- Total Number of Items Examined: _____
 - Total Number Recommended for Withdrawal: _____
 - Total Number Recommended for Rebinding: _____
 - Total Number Recommended for Replacement: _____
 - Total Number of Lost/Missing Items: _____
-

D. Certification by Weeding Committee

We hereby certify that the books/items listed in this annexure have been:

- ☐ Carefully examined
- ☐ Found unsuitable for continued retention in the library
- ☐ Recommended for action as per library policy

Committee Signatures

Name Designation Signature Date

E. Librarian's Approval

- **Librarian (Central Library):**

Name: _____

Signature: _____

Date: _____

F. Administrative Approval (if required)

- **Approved By:**

- **Designation:** _____

- **Signature:** _____

- **Date:** _____
-

G. Method of Disposal

☐ **Paper Recycling**

☐ **Physical Destruction**

☐ **Donation to Department/Students**

☐ **Transfer to Archives**

☐ **Auction (as per GFR norms)**

☐ **Others:** _____

- **Disposal Completed On:**

- **Verified By (Library Staff):** _____

Annexure–13
Preservation and Binding Register**
(Central Library & Departmental Libraries – LNIPE)

A. General Details

- **Library / Department:** _____
 - **Date:** _____
 - **Section (if applicable):** _____
-

B. Preservation / Binding Work Details

S. No.	Accession No. / ID	Title of the Book / Material	Author / Editor	Nature of Damage (Torn Pages / Loose Binding / Stains / Aging / Others)	Type of Work Required (Preservation / Binding / Rebinding / Lamination / Repair)	Vendor / In-house	Estimated Cost (₹)	Actual Cost (₹)	Date Sent	Date Received	Condition After Work	Remarks
1												
2												
3												
4												
5												

(Add more rows as needed)

C. Summary of Work Completed

- Total Items Sent for Preservation: _____
 - Total Items Sent for Binding/Rebinding: _____
 - Total Work Completed: _____
 - Total Expenditure: ₹ _____
 - Vendor Performance / Quality Check:
 - ☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory
- Remarks: _____

D. Verification & Quality Check

Parameter	Yes/No	Remarks
Pages repaired properly		

Parameter	Yes/No	Remarks
Binding strength adequate		
Cover quality acceptable		
Lamination quality (if applied)		
No missing pages		
Text clarity retained		
Physical condition improved		

E. Certification

We certify that the preservation/binding work has been inspected and found:

☐ Satisfactory ☐ Unsatisfactory (details noted in remarks)

Library Staff (Responsible):

Name: _____

Signature: _____

Date: _____

Librarian Verification:

Name: _____

Signature: _____

Date: _____

F. Vendor Details (If Applicable)

- Vendor / Binder Name: _____
- Address / Contact: _____
- Work Order No.: _____
- Invoice No. & Date: _____

G. Notes / Special Instructions

||
||

Disaster Management Manual for LNIPE Library

(Lakshmibai National Institute of Physical Education, Gwalior)

1. Introduction

The Disaster Management Manual of the LNIPE Library provides systematic guidelines to **prevent, mitigate, respond to, and recover from** emergencies that may threaten library users, staff, collections, and infrastructure.

Disasters may be **natural, accidental, or human-made**. This manual ensures preparedness, safety, minimal damage, and continuity of essential library services.

2. Objectives

- Safeguard human life—students, scholars, staff, and visitors.
 - Protect library assets: books, e-resources, equipment, archives, and building.
 - Ensure rapid and coordinated response during emergencies.
 - Establish clear roles, responsibilities, and communication protocols.
 - Minimize service disruption and enable fast recovery.
 - Align with LNIPE’s institutional safety guidelines and national disaster norms.
-

3. Types of Disasters Covered

3.1 Natural Disasters

- Fire
- Flooding / Water leakage
- Earthquake
- Storm/Wind damage
- Lightning

3.2 Man-made or Accidental Disasters

- Electrical faults
 - Chemical hazards (cleaning agents, battery leaks)
 - Gas leak (if applicable)
 - Explosion
 - Structural collapse
 - Cyber-attacks (for library software/e-resources)
-

3.3 Human-caused Situations

- Theft or vandalism
- Riots / mob situations
- Sabotage (tampering with servers, systems)

4. Disaster Management Committee (DMC) – Library

Role	Responsibility	Nominated Person
Chairperson (Librarian)	Overall authority & coordination	
Disaster Response Officer	Leads during emergencies	
Fire Safety Coordinator	Fire equipment maintenance, drills	
Evacuation Team Lead	Ensures safe evacuation	
IT & Digital Backup Officer	Protects digital assets	
First Aid Officer	Medical response	
Communication Officer	Alerts, calls, official messaging	
Security Liaison	Coordinates with campus security	

(A list with actual names and contacts should be maintained and updated every six months.)

5. Prevention & Preparedness

5.1 Infrastructure Preparedness

- Install and maintain fire extinguishers, smoke detectors, alarms.
- Ensure proper electrical wiring, regular inspection.
- Maintain emergency exits with clear signage.
- Secure high shelves and racks against toppling.
- Protect windows against storm damage.
- Install water sensors in basement/low areas.
- Maintain UPS for servers and essential systems.

5.2 Collection Protection

- Maintain digital backup of OPAC, LMS, and repository weekly.
- Store rare books in climate-controlled closed racks.
- Keep valuable resources away from windows and damp areas.

- Use archival boxes and acid-free covers for rare collections.
- Maintain pest control schedule every quarter.

5.3 Staff Training

- Annual drills for fire, evacuation, and earthquake.
- Training in first aid, emergency equipment use.
- Orientation on disaster protocols for new staff.

5.4 Communication System

- Display evacuation maps at key points.
- Maintain contact list of all staff, security, and emergency services.
- Keep walkie-talkies or intercom functional.

6. Response Procedures for Specific Disasters

6.1 Fire Emergency

Immediate Actions

1. Activate fire alarm.
2. Call Campus Security & Fire Department.
3. Evacuate all users calmly via nearest exit.
4. Librarian ensures staff head-count at assembly point.
5. Switch off electricity if safe to do so.
6. Use fire extinguishers only if fire is small and no risk to life.

Do Not

- Do not use elevators.
- Do not reopen doors to the affected area.

6.2 Flooding / Water Leakage

Immediate Actions

1. Identify source of water (pipe burst, roof leak, drain clog).
2. Shut off main valves if possible.
3. Move books away from affected areas.
4. Cover shelves with waterproof sheets.
5. Turn off electrical systems if water spread is near.

6. Call maintenance/engineering team immediately.

Collection Protection

- Freeze-dry wet books if possible.
 - Identify severely damaged items for replacement.
 - Document losses.
-

6.3 Earthquake

During Shaking

- **Do not run.**
- Take cover under strong furniture.
- Stay away from shelves, glass, heavy equipment.

After Shaking Stops

- Evacuate in orderly manner.
 - Do not return until structural clearance is given.
 - Check for fire, water leaks, and electrical hazards.
-

6.4 Electrical Failure

- Switch off all computers and equipment.
 - Avoid using lift or powered equipment.
 - Report to engineering team.
 - Ensure generator/UPS takes over where applicable.
-

6.5 Cyber-Attack / LMS Failure

- Disconnect affected systems from network.
 - Inform IT Officer immediately.
 - Restore latest clean backup.
 - Document nature of breach and recovery steps.
-

6.6 Theft / Vandalism

- Alert campus security.
 - Secure CCTV footage.
 - Document incident.
-

- File FIR if required.
-

7. Evacuation Procedure

1. Alarm activation

By disaster officer or security.

2. User evacuation

- Guide users to nearest exit.
- Staff assigned to each floor ensures no person is left behind.
- Assist persons with disabilities.

3. Assembly Point

- Predetermined safe zone outside library building.

4. Roll Call

- Staff attendance to ensure all are safe.

5. All Clear

- Declared only by Disaster Committee Chair or Campus Security.
-

8. Protection of Library Assets During Disaster

- Move rare and expensive collections to higher shelves or designated safe room.
 - Use fireproof document cabinets for archives and thesis records.
 - Store digital backups in offsite/cloud systems.
 - Maintain inventory checklist for post-disaster verification.
-

9. Recovery Plan

Immediate Recovery

- Assess damage to building and collections.
- Restore electricity and safe access.
- Dry wet materials using fans, dehumidifiers, freeze-drying.

Collection Recovery Priority

1. Rare books & historical documents
 2. Theses, dissertations, institutional publications
 3. Reference section
 4. High-use textbooks
-

5. Journals & newspapers

IT System Recovery

- Restore LMS using latest backup
- Check OPAC functionality
- Verify subscription access

Documentation & Insurance

- Photograph damages
 - Prepare cost estimates
 - File insurance or institutional claims
-

10. Roles & Responsibilities Summary

Team	Key Duties
Library Staff	User safety, evacuation support, protecting collections
Librarian	Decision-making, reporting, coordination
Disaster Response Team	Active emergency handling
IT Team	Backup, digital security, system restoration
Maintenance	Structural and electrical control
Security	Access control, crowd management
Administration	Funding, policy implementation

11. Resources & Equipment Checklist

- Fire extinguishers (ABC, CO₂)
- Smoke alarms
- Water leak alarms
- First aid kits
- Emergency lights
- Evacuation maps
- Safety signage
- Waterproof sheets
- Tool kit

- Server backup devices
 - Walkie-talkies/emergency phones
-

12. Review & Updating

- The manual must be reviewed **annually**.
 - Drills and training to be conducted every **six months**.
 - Update emergency contact lists every **three months**.
-