ADICHUNCHANAGIRI UNIVERSITY
Estd. under ACU Act, 2012 (Karnataka Act No. 18 of 2013)
B G Nagara - 571448, Karnataka, India

LIBRARY MANUAL

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1. INTRODUCTION

Adichunchanagiri University has been established under ACU Act. 2012 (Karnataka Act No. 18 of 2013) in the year 2018 by the visionary of Parama Poojya Sri Sri Sri Dr. Nirmalanandanatha Mahaswamiji, Chancellor, Adichunchanagiri University (ACU), B.G. Nagara - 571448, Nagamangala Taluk, Mandya District, Karnataka, India. The **Constituent Colleges/Units/Research Centres** of the University are:

1. Adichunchanagiri Institute of Medical Sciences (1986)
2. B G S Institute of Technology (2005)
3. Sri Adichunchanagiri College of Pharmacy (1992)
4. Adichunchanagiri College of Nursing (1996)
5. B G S College of Education (2007)
6. B G S First Grade College (2019)
7. Adichunchanagiri School of Natural Sciences (2020)
8. Adichunchanagiri Institute of Allied Health Sciences (2021)

Research Centres:

1. Centre for Research and Innovation of ACU (ACU-CRI)
2. Adichunchanagiri Institute for Molecular Medicine (AIMM)
3. Centre for Molecular Pharmaceutics and Advanced Therapeutics (CMPAT) and
4. Centre of Research Management & Industrial Linkage (CORMIL)

All the institutions of higher learning established at B G Nagara have been brought into the fold of Adichunchanagiri University. All the constituent colleges of ACU have separate, independent Library and Information Centre on their premises. The AIMS Learning Resource Centre which is the Central Library of Adichunchanagiri University serves the learning needs of the users of Biomedical Sciences, Natural Sciences, Allied Health Sciences and Molecular Medicine. Sri Adichunchanagiri College of Pharmacy library serves its users in addition to the Centre for Molecular Pharmaceutics and Advanced Therapeutics (CMPAT) and Centre of Research Management and Industrial Linkage (CORMIL).

The ACU libraries and information centres' sole purpose is to quench the thirst for knowledge and fulfilling the information needs of the faculty, researchers and students. Libraries and Information Centres of ACU aim to provide documents, information, and an environment that can suit imparting education (including patient care) and promoting research thereby developing continuing education among the learning community. The ACU has formulated and adopted its Mission, Vision, Goals, and Objectives for the libraries in tune with the institutional objectives of the parent organization to serve the stakeholders better.

The functional aspect of a library is normally an integration of Academic (i.e., resource selection, technical processing, organization of materials, reader's services, update the new developments, etc.) and Administrative (i.e., acquisition of materials, bill processing, budget management, etc.) aspects of the institutions. Therefore, the constituent libraries require a 'Library Manual' for their everyday activity to follow uniform procedures.

This Manual is meant for providing the library with a practical handbook containing:

- Guidelines/procedures for acquiring library documents, their technical Processing, and organizing them for their optimum utilization.

- Rules and regulations issued by the authorities for the operation and management of the library; Procedures for providing library services to the users

- Organizing, processing, retrieval, and dissemination of information as well as documents to the users.

1.1　Vision

- All Libraries of ACU are the indispensable hub of discovery, learning, and creativity at Adichunchanagiri University.

1.2　Mission

- Achieving excellence by supporting the university mission by supplementing suitable learning resources, facilities, and services to the patrons, both physically and virtually.

- The Adichunchanagiri University Libraries advances discovery and enriches the quality of life by connecting people with knowledge.

- Adopting innovative technologies to support the sharing of knowledge to enhance academic and research productivity.

- The ACU Libraries provide an inclusive learning environment that fosters collaboration among people of diverse backgrounds in support of the learnings of the community.

1.3　Goals

- To support the curriculum with the latest relevant information resources.

- To provide both intellectual and physical access to materials in a variety of forms.

- To support academic excellence, faculty research and contribute to student success by improving reference and library instruction services.

- To provide ubiquitous access to reading materials on the utilization of the resource portals.

- To build a network of all constituent libraries by adopting unique software, tools, and technologies in the processes.

- Providing information literacy programs across all the constituent libraries.

- Assure user-friendly support to all the library patrons with well-trained professional staff in determining the users' needs in locating the information on time.

1.4   Objectives

- To acquire both physical and virtual collections at all libraries of ACU and enhance the capability of services to meet the demands of the curricular, instructional, and research programs of the academic community.

- To adopt the collection analysis system in the libraries while acquiring the content for the programs, considering the factors of growth of the collection, particularly in newer areas of inquiry.

- To ensure easy access to collections through the use of emerging integrated technology, so that all collections can be readily accessible.

- To integrate all ACU constituent libraries by acquiring unique software, tools, and technologies to enhance the library operations and services for better utility.

- To establish a strong linkage with Government agencies such as INFLIBNET, National Digital Library, e-content platforms, National Library of Medicine (USA), and Open Learning Portals in the country and abroad.

- To support for conservation of knowledge created by the ACU and its Constituent Colleges/units for present and future uses of the learning community.

- To promote information literacy as an activity of the library in enhancing the skills of the stakeholders.

1.5 Library Manual

A library manual is a source of information, a constitution which lists all departments, sections, and their functions, procedures, and policies within the library. It is a source that library staff will consult whenever there is any grievance about any function or procedure. A Lot of effort was put into the preparation of the manual keeping in mind of the stakeholders where the procedures and functions and policies are deliberated in detail.

1.6 Role of Libraries

Libraries are the powerhouse of any Institution(s). They cater to the research and teaching activities of institutions. They collect, manage, and disseminate the information to their users according to their needs. The constituent libraries of ACU were attached to their institutions incorporating modern technologies to provide the readers right information at the right time.

2. LIBRARY ADVISORY COMMITTEE

The Library Advisory Committee is appointed mainly for improving the library services and framing/amendment of policies and procedures to provide the best library services. The function of the Library Advisory Committee is to support the functioning of the library so in order to facilitate the library's development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the library and the academic fraternity and the university/institute administration. The Library Advisory Committee acts as a channel of communication and dialogue between the library and its users.

The Library Advisory Committee(s) are existing and function at all constituent colleges. Each of the constituent college Library Advisory

Committee(s) is recommending the proposals and seeks administrative approval from the university. The constituent colleges/units' libraries function according to the academic calendar and based on which college academic activities are planned.

2.1 Formation of Library Advisory Committee (LAC)

The Principal/Dean is empowered to nominate the members to the committee. In case of any member is discontinued from his/her service, due to various reasons, the principal can nominate other suitable members to the committee.

The composition of the Library Advisory Committee (LAC) comprises seven members. The members of the Library Advisory Committee, other than the Principal and Librarian, shall hold office for a period of three years.

Sl. No.	Designation(s)	Status
1	Principal of an institution	Chairman
2	Two Professor nominated by the principal	Member
3	Two Assoc./ Asst. Professors nominated by the principal	Member
4	Student' nominee of an institution	Member
8	Librarian	Member Secretary (ex-officio)

2.2 Frequency of Meeting and Quorum

The committee shall meet at least two times a year. One-third of total membership in the committee shall form the quorum.

2.3 Functions of the Library Advisory Committee

The Library Advisory Committee(s) advocating main functions are as follows:

- To formulate the policies and procedures for the development and operations of the library such as the Collection Development Policy, Use's services, Lending Service policy, Inter-Library cooperation etc.

- To consider policy matters regarding the library including the policy for procurement of books, journals and other reading materials and render advice to the library for procurements.

- To prepare budgetary proposals for the library.

- To make recommendations for the Purchase Committee/Sub-committee of the university to acquire books and journals (both in soft and hard copies) and other reading materials, and equipment requires for the particular library.

- To formulate guidelines and suggestions given to the Purchase Committee/Sub-committee of the university for the acquisition of the reading materials.

- To make decisions on periodic stock verification.

- To validate general rules and regulations which govern the functioning of the library.

- To devise ways of improvising library services via modern tools and techniques.

- To assess the requirements in the library periodically and recommend for procurement.

- To make an execution plan based on suggestions offered by the library users.

- Ensure that the ID Cards are distributed to the newly admitted students by the constituent colleges/units.

- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to advise the library for the adoption.

- Prepare an annual report of the Library and Information Centre(s) and submit the same to the university.

- To devise feasible steps to enhance the readership based on review.

- Any other function as assigned by the chairman of the Library Advisory Committee for overall development.

2.3.1 Meeting Notice

- The Member Secretary (Librarian) shall issue the notice of convening the meeting along with a copy of the agenda notes to each member at least five days before the meeting of the committee after obtaining the approval of the principal.

2.3.2 Minutes of the Meeting

- Minutes of various meetings shall be recorded by the Member Secretary and circulated to all the members for consideration and approval.

2.3.3 Purchase Committee

- There is a Purchase Committee/Sub-committee in the university. The Vice-chancellor, Registrar, concerned college Principal/Dean, Finance Officer, Chief Librarian and Asst. Registrar (Purchase) are the members of the Purchase Committee/Sub-committee. The Library

Advisory Committee(s) of the respective college(s) will recommend the items to be purchased for their library. LAC seeks administrative approval for the purchase of the reading materials, etc. The Purchase Committee/Sub-committee of the university will finalise the purchasable items and send the administrate approval for procurement.

- The responsibility of the university Purchase Committee/Sub-committee is to monitor the procuring process of library resources.

- The committee verifies the technical specification and negotiates for finalizing the rates.

3. LIBRARY BUDGET AND FINANCE

Library budget means the financial allocation to procure documents and provide access to Information resources. The annual budget of the library has the following components like Books, Periodicals (subscription and renewal), Procurement of online resources, Facilitating technologies, Procurement of Furniture and Equipment and other maintenance expenses.

The Budget includes funds for the expenses of binding and procuring stationery requirements, needed to process and maintain the reading materials.

3.1   Sources of Finances for the Library

The sources of the library are in two categories, viz.

(a) Primary sources, and
(b) Secondary sources

(a) Primary source of the library

1. Getting the funds from the Institutional management

(b) Secondary sources of a library comprise

1. Library Fees
2. Overdue Charges
3. Reprographic Service Fee
4. Breakage Fees

3.2   Budgetary Procedures

1. Review the current budget
2. Budget preparation
3. Submission and approval
4. Implementation

Note: Budget heads and titles change from time to time.

4. PROCUREMENT OF LEARNING RESOURCES

Procurement of learning resources constitutes the primary responsibility of the library. The library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Since the collection building requires a huge sum of money and has long-lasting repercussions, it is very much essential that libraries have a well-thought-out collection development policy.

4.1   Library: Different from stores

As indicated in the Gol. M.F. OM 23(7)- EII(A)/83 dated 7th 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 OM 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 booksellers on the prevalent terms and conditions."

Hence, tenders/quotations need not be called for procuring every single title/journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply.

4.2   Flat Discount Rate

Based on the Financial Rule, tenders will not be called for procuring every single title on a day-to-day basis. However, the terms of supply like discounts will be decided by the university Purchase Committee/Sub-Committee.

4.3   Procurement of Books Procedure

4.3.1   Book Selection Tools

The various tools/methods adopted for the selection of books to the library as mentioned hereunder:

- Latest Publishers Catalogue
- Online catalogue
- Book Exhibition: The Library administrators arrange for book exhibitions through publishers, representatives or through empanelled suppliers. The library facilitates the exhibition by providing the space, basic furniture, indent form etc. for obtaining book recommendations.

4.3.2 Book Procurement Process work flowchart

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Recommendation  →  Duplicate Check  →  Details Verification
                                              ↓
Receipt  ←  Ordering  ←  Vendor Assignment
   ↓
Matching the details with  →  Price Verification  →  System Receiving
the recommendations                                      ↓
Data Entry for OPAC  ←  Manual Accessioning  ←  Data Entry of Invoice
   ↓
Bill Processing  →  Send Book to Technical Section & Bill to Finance Section
```
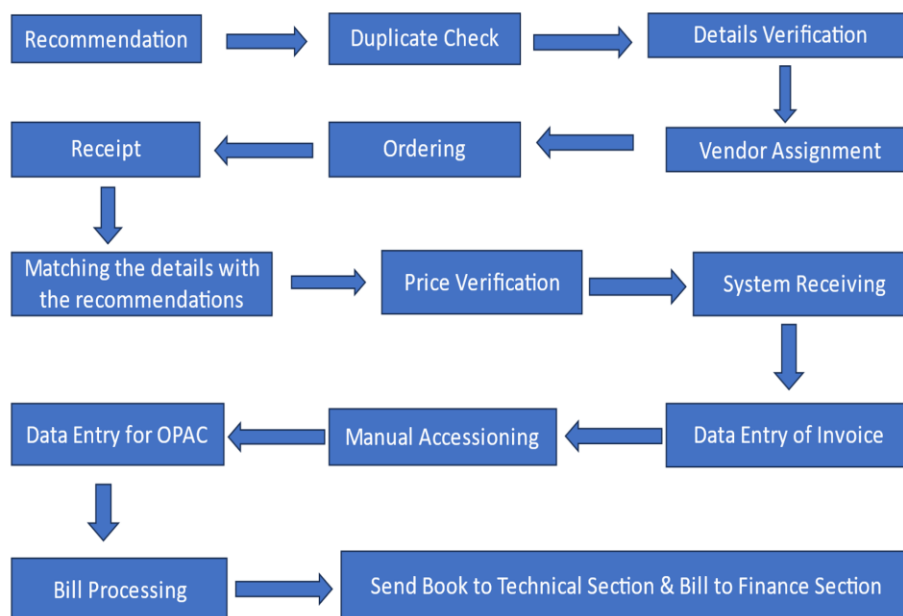
4.3.3 Book Recommendation

Faculty and Staff, Researchers are entitled to recommend new books for the library. The Librarian is entitled to suggest new edition(s) of the existing title(s), as and when the new edition is released for purchase.

- Recommendations should be submitted in the prescribed form and routed through the respective Heads of the Department.

- The library may arrange book exhibitions through reputed publishers and book suppliers for the purchase of books.

- The Latest edition of the books should be recommended for procurement.

4.3.4 Checking duplication

- The list of books is cross-checked with the library catalogue/stock to find out for duplication of titles suggested by the faculty and an appropriate remark is provided.

- On the recommendations of the faculty, the library may purchase multiple copies of such books which are found to be in great demand.

4.3.5 Indent Verification

- The Librarian will verify all the faculty indents.

- The final list of recommended books is placed before the Library Advisory Committee for its review.

4.3.6 Ordering

- Once approved the list of recommended books and financial sanction accorded by the university, the purchase order will be issued to the supplier by the principal of the respective constituent college.

4.3.7 Supplier Panel

- Appoint a Panel of Vendors based on their performance like the response to the queries, speed of supply, adherence to the terms and conditions, etc.

- This panel will be reviewed every two years based on the supplier's performance. A panel should have at least three/four vendors.

4.3.8 Discount

- All books carry a discount upon mutually agreed terms and conditions.

- The exception would be government publications/institution publications or Nil discount items.

- All books in English, Hindi and other regional languages will carry a uniform discount of 10-15% of the publisher's price.

4.3.9 Supply Deadline

- Maximum time for supplying ordered titles will be 60 days for Indian Publication and 90 days for Foreign Publications from the date as specified in the Purchase order, however, exception is given for the standing ordered books.

- However, after checking the supply status with suppliers, based on genuineness, additional time may be given.

- Books delivered after the mentioned period will be accepted only after obtaining prior approval from the authorities.

4.3.10 Terms and Conditions for Vendors

- All books carry a discount as per the agreed terms.

- The order should be acknowledged within 7 days from the date of receipt of the order.

- If a book is ordered from abroad, we should be informed before sourcing it.

- The ISBN number and year of edition should necessarily be stated against each title in the Bill.

- Latest editions are to be supplied and supply only paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult the Chief Librarian to supply the hardback editions, if the ordered paperback edition is not available.

- During the time of submission of bills, the supplier shall append the declaration on the bill, that:

  i.   Only the latest editions of the books have been supplied.
  ii.   The actual prices of publications have been charged without any handling/postage charges
  iii. These are not remaindered titles/damaged books with missing pages. The Indian/Low priced editions of these publications (if foreign) are not available in India

4.3.11 Price Proof

- Once the books are received to the library along with the bills, the price of each book and discount rates, and bank/GOC rates are verified by the Librarian.

- Distributor's invoice to the supplier.
- Print out from the publisher's catalogue.
- Photocopy from Publisher Catalogue.
- For most of the Indian publications, the prices are mentioned on the title itself.
- Alternatively, Library also cross-verifies the prices from the publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

- Foreign Currency: For foreign currency, Good Offices Committee (GOC) or bank conversion rate will be applicable prevailing at the time of payment.

4.3.12 Non-Supply of Books

- Fortnightly follow-up with the vendors
- Evaluate the supply status
- Change the supplier and re-order the books

4.3.13 Gifts

Books gifted from government organisations, major institutions and other individuals are accepted and accessioned and placed along with other books for reference. Some books donated by individuals are accepted based on the physical condition of the book.

4.3.14 Maintenance of Records

The following files/records are maintained properly:

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

4.4   Journal Subscription Procedures

Periodicals and serials are essential for study and research as the articles published in them are the primary means of communication for the exchange of scientific information.

4.4.1 Recommendations

Recommendation: The list of journals to be renewed is brought to the notice of the faculty by the concerned constituent college library and once their recommendation is received, the list will be submitted before the Library Advisory Committee for getting approval from the university Purchase Committee/Sub-committee. Faculty can also recommend new titles.

4.4.2 Approval

The list will be processed for exact details like price/ publishers, Duplication checking online after this process, the journals are compiled and submitted to the Library Advisory Committee for recommendation to university's Purchase Committee/Sub-committee.

4.4.3 Budgetary Provisions

Make ensure that adequate recurring/annual funds are available for the approved journals subscription/renewal as required.

4.4.4 Renewal Processes

The process of renewal should begin at least three months in advance (in October) so that by December end/ early January all the renewals are done and the subscriptions are continued without any discontinuation in issues. Most of the Indian and foreign journals are subscribed through subscription agents.

4.4.5 Ordering

Once the university Purchase Committee/Sub-committee approves the subscription, Journals renewal and subscription orders will be issued by the principal of the respective constituent college to the subscription

Agents/Publishers with the terms and conditions. The subscription period of journals will be from January to December except in some cases.

4.4.6 Terms and Conditions for Suppliers

- Timely supply of issues of journals.
- In order to avoid loss of transit, the library shall prefer to receive all journals by speed post/courier.

- The subscription agent shall supply the journal issues addressed to "The Librarian/Principal of the concerned constituent college of Adichunchanagiri University, B G Nagara – 571448.

- The subscription agent may offer any discounts/concessions applicable to academic institutions wherever possible.

- The agent should submit the bill in triplicate in the name of The Principal, of the concerned constituent college of Adichunchanagiri University, B G Nagara – 571448.

- No postage, handling and service charges will be paid to the agents.

- All the complaints should be attended to within a reasonable time.

- The agent will remit the full subscription to the publisher on behalf of the principal of the concerned constituent college of Adichunchanagiri University before submitting bills of journals for advance payment and will submit documentary evidence for such remittance and supply orders.

- Full advance payment shall be made against all the bills of journals. Bills should accompany the price-proof of journals.

- The constituent college of ACU will release the advance payment only after the receipt of a Bank Guarantee drawn from a Nationalized Bank for 5% of the subscription value as a security deposit. This deposit may be released after the completion of the supply of journal issues and after adjusting the dues, if any.

- Supplementary bills shall not be submitted, except when the subscription rate is changed by the publisher and the revised rate is paid by the supplier. Such a revised rate shall be paid by the college based on the production of documentary evidence.

- Conversion rate of GOC/RBI/Nationalised bank as on date of subscription are applicable for all payments.

- The payment is made in the form of Draft/Wire Transfer.

- The payment acknowledgement should be submitted to the librarian within 30 days from the date of receipt of advance payment from the Institution.

- If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to the Institution.

- The period of subscription is for one calendar year from January to December for all the journals. Supplementary volumes if any published during the year may also be supplied.

- All journals/issues should normally be supplied within one month from the due date of publication. Whenever the journals are not received by the constituent college even after one month from the actual date of publication, the agency should indicate the reasons for the delay, with proof of the actual date of publication intimate along with the reply.

- Claims for missing issues of journals shall be made within 90 days of the publication of the issue if it is supplied directly by the publisher. In the case of delivery by a subscription agent, the supply will be reviewed every quarter by the library and agent.

- The agency will be given 18 months' time in total, starting from the commencement of the subscription, to settle all the missing issues and gaps in supply. If the Journals/issues, are subscribed but not received within the stipulated time mentioned, appropriate/proportionate costs should be refunded to the constituent college by the subscription agency, irrespective of the refund by the concerned publishers.

- In the event of loss of any issues of the Journals which occurs during the transit, postage, courier, etc. or for any other reason whatsoever, the Supplier shall replace all such copies as may have been lost in transit, etc. to the Institution without any extra charges.

- If the publication of the Journal is behind schedule, the same should be informed accordingly along with the expected date of availability.

- The Subscription Agent(s) should ask the publisher of the journal to provide online access to the institution if online is free along with the print subscription.

- For online access to the journals (free online is available along with a print subscription), the agent will have to provide technical support. The access has to be provided by IP authentication. IP range will be provided at the time of placing the order.

- If the Supplier receives any supplements including Soft Copies, CDs and gifts offered by the respective publishers along with any particular journals, these are to be treated as part and parcel of the subscription and the same should be sent to the Institution.

- Every month the agent will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.

- Every three months reconciliation of supply shall be made by the library and the agent.

- In the case of any dispute or misunderstanding arising out of this agreement, the decision of the principal/Vice-Chancellor of the university shall be final and binding to the suppliers including fixing of penalty for any violation of this agreement.

- The Subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.

- The agent shall sign the terms and conditions of subscription to journals if it is acceptable to him. Any other conditions imposed by the agency on its own after the agreement will not be valid.

4.4.7   Bills and Payments

The Bill in triplicate should be sent and addressed to The Principal of the constituent college of Adichunchanagiri University, BG Nagara - 571448. Subscription agent(s) shall be required to submit adequate publishers' price proof along with the bills.

Full advance payment is to be made against all journal bills. Maintain proper bill register on LMS of all bills passed for payment.

4.4.8 Receipt and Access to Journals

- Enter the item received from the agent as per the order in case of print issues.

- Maintain a manual and computerized record of receipts of the journal issues.

- Stamp the received print issues.

- Accompanying material such as CDs/DVDs are placed in a separate section.

4.4.9 Display of Current Issues

Timely display of the loose issues of the periodicals on the respective display racks.

4.4.10 Non-Supply of Journal Issues

1. Reminders: For missing issues, reminders will be sent once in two months.

2. Replacement of Missing Issues:
   a. Replacement copy
   b. Refund in the form of a Demand Draft.

4.4.11 Gratis and Exchange Periodicals

1. The documents relevant to the scope of the institute's study and research areas be added to the gift collection and displayed.

2. There should be a proper record for gratis items and can be acknowledged appropriately.

3. Journals are also received in exchange mode.

4. Journals under "Exchange and Free Subscription" can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

4.4.12 Binding of Journals

The binding of journals has been done on the approved rates as per the standard specification followed in all libraries. All journals procured in print format goes through the binding process at the end of the calendar year. The bound volumes are assigned accession numbers and kept for future reference. These are arranged subject-wise in the bound volume area.

4.4.13 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 maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills Register
- Subscription Orders
- Approvals
- Reminders for Non-receipt of journals

4.4.14 Non-Book Materials

A collection of Non-Book Materials such as Audio Cassettes, Video Cassettes, Compact Disk, etc is maintained in a separate section and enlisted in a computer/separate file. These reading materials have been maintained in the Audio-Video section of the library. These materials are made available to all Library users.

4.5   Procurement of e-Resources

4.5.1   Pricing Models

There exist many pricing models. We can adopt the model depending on various factors like suitability for different programmes, research areas, relevance and on usage analysis if it is a renewal.

- Annual Subscription: Access to content is available for only one calendar year.

- Perpetual Access: Access to content is available for the year that we are subscribing. After the expiry the of subscription, we will still have access to the content of the year we subscribed for the future but not the subsequent years.

4.5.2   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 an almost virgin and challenging field. Large opportunities exist in this area for negotiation with the publishers/ resource providers and to arrive at a win-win situation.

4.5.3 Process and Approval

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

- Identify the need
- Ask for a trial access
- Publicize the availability of resources on trial
- Analyse the Usage statistics
- Make a cost-benefit analysis by considering all relevant facts
- Put up for approval
- Convene the subcommittee meeting for negotiation and conclude the deal.

4.5.4   Electronic Journals, e-Books and e-Databases

When subscribing to individual titles, the same procedure applicable as that of print journals, books will be followed with regards to preparing the list, duplication checking, finding out the price and finally putting up for the Library Advisory Committee decisions and getting approval from the university Purchase Committee/Sub-committee.

If e-Journals/e-books are being subscribed as subject collections, bundles, or databases the library will prepare a proposal by making a cost-benefit analysis by considering the relevance of the resource to the academic and

research interests, usage analysis and availability of funds. This proposal needs to be considered by the Library Advisory Committee.

5. TECHNICAL PROCESSING

5.1 Accessioning

- Every document added to the library collection will have an Accession Number. This includes all types of documents acquired by the library through purchase. This is a unique number for that document. These numbers are assigned in a bound register called Accession Register.

- After entering the details of the book in the Accession register, library stamp is to be affixed on the inner title page of the book. The details are entered into the database.

- Provide Accession number details of the invoice and entered in the bill register and thereafter forward to Finance section. The Accession number is to be assigned on the title page, secret page and also against each title of the book in the bill.

5.2 Bill Processing

- Books from suppliers are received
- Purchase orders are cross-checked
- Foreign exchange rate verification is done as per Good Offices Committee Report
- Price proof verification is made
- Make the entries in the Bill with an authorized signature
- The bill is sent to the Finance Section for payment and one copy of the bill has to be maintained in the library.

5.3   Classification

- After accession, the document should be assigned a call number
- The Call Number which decides the place of the document on the shelf
- The Call number indicates the Class number and Book number
- There are two purposes of classification of documents
    1. To help the user to find a document, and
    2. To find out all documents on a given subject together.
- **Classification Scheme:** Commonly Dewey Decimal Classification (DDC) system is used across all the libraries of ACU for classifying the documents, whereas AIMS-LRC uses the Dewey Decimal Classification (DDC) system, in addition to National Library of Medicine (NLM) Classification system – a special classification system for biomedical resources.

5.4   Cataloguing

The library catalogue must act as a medium between the author and the reader, endeavouring to estimate the intention of the one and the need of the other. Cataloguer should understand the physical or bibliographical description of the document/reading material and should be familiar with every detail of the author's and the publisher's art. Before cataloguing, a Librarian/cataloguer should read the document technically, i.e., examining those parts that are auxiliary to the real text. This technical knowledge makes it possible for the cataloguer to read rapidly, but adequately, the large number of documents which comes to his desk. Cataloguer uses the cataloguing tools, the MARC standard and Z39.50 protocol while cataloguing the reading materials. And, also uses the sources of copy cataloguing and useful catalogue ports uses viz., OCLC and Library of Congress.

- Bibliographic details of each book are entered into Cataloguing Module of library software according to AACR2 Standards. For complete bibliographic details the different parts mentioned below of the books can be scanned:
  - o **Cover Title**: Printed on the original cover of the document
  - o **Sub-Title**: Secondary or explanatory title following the main title
  - o **Running Title**: Repeated at the top of the page throughout the document or Alternate Title: A subtitle introduced by or its equivalent
  - o **Changed Title**: A title in a later edition or reprint of the document, which differs from the title given when the document was originally printed.
  - o **Half Title**: A brief title without author's name
  - o **Imprint:** Printed on a leaf preceding the main title page
  - o **Series Title**
  - o **Author**: A person or a corporate body or an institution responsible for its existence
  - o **Editor**: A person who collects and puts together the writing of several authors.
  - o **Imprint**: Place of Publication, Name of the Publisher and Date of Publication.

- **Location Codes:** Enter the location code against each accession number like Book Bank – BB, General – G, Donated – D, Bound Volume – BV.

5.5   Processing of Books

- **Stamping**: Library stamp is put on the inner title page, on a secret page and on the last page.

- Barcodes on the front page and on the title page and last page is pasted.

- The completely ready to use new arrivals are sent to the new additions display section.

6. CIRCULATION SECTION

Circulation section handles the front desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Major activities of the section are:

- Issue and return of books
- Attending the user query for effective interpretation of library rules and regulations
- Registration of new members
- Sending reminders to overdue documents
- Maintenance of circulation module of library management software (Koha) maintenance and updating of all data related to library users
- Maintaining records related to loss of the book(s) and overdue charges
- Collection of the overdue charges and paying the same to the finance section
- No due issuing
- Assisting the users in accessing OPAC and the library catalogue
- Managing counter operations during weekends/holidays
- Attending the users query for effective interpretation of library rules and regulations
- Conducting academic tours to the library for visitors and students from other institutes
- Inter library loan to the library users through DELNET
- Generating reports and statistics for the circulation
- Library orientation information

6.1   Lending Procedures

Issue/Return of library materials is the routine operation of any library. The proper sequence of activities for issue and receipt of library books is defined as follows:

- **While Issuing Book:**
  - A quick glance is cast while issuing the book for any damage
  - Details into issue database are entered
  - The books are handed over to the users.

- **While receiving the books:**
  - A quick glance is cast while receiving the book for any damage
  - Due dates are checked for necessary action
  - The books are sent to stack for shelving.

6.2   Membership

- All the students, faculty members and researchers of the colleges are entitled to the membership of the library.

6.3   Borrowing facilities

The number of books permitted and the duration for borrowing books varies from institution to institution of ACU, according to the category of members, and the borrowing facilities appended in each of the constituent libraries.

- Borrowed books must be returned within/on the due date mentioned in the date slip of the document issued.

6.4   Borrowing Rules

- The privilege of borrowing books from the library is restricted to faculty, UGs, PGs and Researchers only.
- The members are provided with BARCODE-enabled identity cards.

- Identity cards must be produced for borrowing books. These cards are not transferable.
- The reader should check the books thoroughly for missing pages, chapters etc., while getting them issued.
- No book in damaged condition will be accepted by the users on return. Damaged books will have to be replaced by the borrower.
- Loss of Identity card should be reported immediately to the Librarian.
- Loss of book must be reported immediately. Late fee, if any, will be charged till the loss of book is reported.
- Books are re-issued / renewed only if there are no claims
- Readers will be charged with the fine for overdue loans @ Rs. 1/- per book per day.
- Reference books, Theses, CDs and loose issues / bound volumes of periodicals will not be issued.
- Every user is requested to check the status of books outstanding against his/her name soon after a transaction in the counter. Discrepancy, if any, should be brought to the notice of the person in the counter immediately. Any complaint thereafter is not likely to be entertained.

6.5   Documents that can be Borrowed

- Books from the library shelf can be borrowed
- Loose issues of journals can be borrowed for Journal Clubs only for one day.
- There is a separate SC/ST Book Bank books supplied by the Social Welfare Department. From the Book Bank students can borrow a set of books at a time.
- Books from the Book Bank are issued to Schedule Caste & Tribes for the whole semester and every semester.

6.6 Documents that cannot be Borrowed

- Current issues of Journals, Bound Volumes and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- CD ROMS, DVDs and audio video-cassettes cannot be borrowed
- Theses and Dissertations are not issuable.

6.7 Loss or Mutilation of Documents

- Library materials are handled with care
- If a borrowed book is lost or mutilated beyond usable condition, then the user informs the library in the prescribed form.
- The lost book should be replaced by same or latest edition of the new book.
- Overdue charges are not levied in such cases from the date of the report until the same is replaced (is resolved within a month).
- In case, it cannot be replaced the matter will be placed before the library committee.

6.8 Theft/Misuse of Library Resources

- The theft or abuse of library resources like books, journals, theses, and dissertations will be viewed seriously.
- Each case will be examined and the matter will be reported to the concerned authorities.

6.9 No due Certificate

- 'No Dues Certificate' concerning library membership will be issued by the library only after the library dues are fully cleared upon completion of programme.

- An employee can get "No dues Certificate" for resignation / relieving only after fully clearing his/her library account.

6.10 Loss of ID Card

- Loss of ID card should be reported to the concerned college Office authorities/library to enable them to gets issue the duplicate card.

- Fill up the Duplicate Identity Requisition form along with the amount mentioned therein

- Duplicate identity card issued

7. LIBRARY SECURITY SYSTEM

The library employs a security system to safeguard the library resources.

7.1 Closed Circuit Camara / CCTV Surveillance System

- Library resources are valuable. Surveillance systems help to prevent the theft of a book and common mischievous activities in libraries like tearing of pages from the books, hiding the books etc.
- The libraries have installed the cameras across the entrance, stack rooms, study areas, computer Lab and audio-visual section for monitoring activities of the stakeholders.
- System administrator has access to the recording of the footages for reviewing.

7.2 Fire Alarm

- In order to minimize the possibility of damage from fire, the AIMS-LRC building is fixed with fire alarm facility. In addition, there are 06 more fire extinguishers have also been kept in the library.

Also, the fire extinguishers have been provided for other constituent libraries as a precautionary measure.

7.3   Security/Observing Staff

- Library staffs are arranged in the entrance for security reason.
- At the exit point, they verify all documents that are being taken out.
- This is to ensure that only the books prescribed for issues are being taken out.

8. LIBRARY USERS' SERVICES

The constituent Libraries access time is as follows:

AIMS Learning Resource Centre
- Regular Days: 9.00 am to 10.00 pm
- Sundays: 9.00 am to 5.00 pm
- Reading Room: Open 24/7 throughout the year

BGS Institute of Technology
- 9.00 am to 4.30 pm

Sri Adichunchanagiri College of Pharmacy
- 9.00 am to 5.00 pm

Adichunchanagiri College of Nursing
- 9.00 am to 4.30 pm

BGS College of Education
- 9.00 am to 5.30 pm

BGS First Grade College
- 9.00 am to 4.30 pm

The AIMS Learning Resource Centre is kept open on all Sundays, except General Holidays, but remaining all the constituent libraries are kept closed on Sundays and General Holidays.

8.1   Reference Service

Library houses all important reference sources like Encyclopaedias, Dictionaries, Handbooks and Manuals, Statistics, and Yearbooks. The collection ranges from general to subject-specific sources. All the reference sources are housed in the Reference area. Users can also contact staff on duty for any assistance.

8.2   Online Public Access Catalogue (OPAC)

Web-Based OPAC has been created for the documents available on each of the library. The Library Catalogues can be searched and accessed through the intranet/internet facility. Data can be accessed from various search points.

All constituent libraries use the KOHA Software for library automation. Library Catalogue is accessible through dedicated IPs such as AIMS-LRC OPAC: http://103.42.87.12 ; BGSIT: http://103.42.87.12:8001 ; SACCP: http://103.42.87.12:8002; ACN: http://103.42.87.12:8006 ; BGSCE: http://103.42.87.12:8004.

8.3   Remote Access Facility

Remote access facility has been created for the library e-resources such as e-Journals, e-Books, Databases, and Publishers databases in real time.

8.4   Wi-Fi Facility

Wi-Fi (Wireless Network) access is available across the libraries/campus and users can access e-information. The users have the liberty to use it around the clock.

8.5   Reprography, Printing, and Document Delivery Services

Reprography service is available to the users on charge. Scanning and printing is also facilitated to the users for the information/learning materials searched on the net. On-demand, Document delivery of articles service is provided through mail to the users. Adichunchanagiri University is a member institute for DELNET. The DELNET is known for providing Document Delivery Services in the country, the constituent libraries are providing the facility for users on a request basis.

8.6   Users Training and Information Literacy Programs

In order to promote the use and acquaintance of e-resources, learning materials, CD/DVD Databases, research communication, presentation skills, information exchange and Online access to Internet and web resources, the library organizes User-focused training Programs on ICT Skills, Research Communication and Information Management. The training topics are focused on research planning, ICTs and E-resources, Internet, E-communication, Discussion forums, Data Analysis packages, citation patterns, search skills, developing materials for scientific presentations etc.

8.7   Anti-plagiarism Software

Libraries handle plagiarism verification for Ph.D. theses, PG dissertations, Projects, Papers presented for conferences/workshops, and abstracts by using DrillBit Plagiarism Detection Software. The students, research scholars and staff members need to submit their documents to the libraries for verification.

8.8   Newspaper Clipping Service

The Newspaper Clipping updates are provided via BlogSpot: https://aculibraries.blogspot.com/ with the available daily newspapers.

8.9   Inter-Library Loan

The Adichunchanagiri University is a member of the DELNET, DELNET is the resource-sharing platform, and constituent libraries are getting the ILL services as and when queries receive from the stakeholders. Also, the constituent libraries are getting the Inter Library Loan facility from like-minded libraries in the country and abroad.

8.10   Summative Question Papers

The Summative Question Papers received by the university have been made accessible to the users at all constituent libraries of ACU. The library users can either get the printouts from the libraries or else they can access them from the Institutional repository (ACU Jnana Kanaja) where we placed all the metadata of QPs. The users just scan the QR Code and access the same 24/7.

9. INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

The library adopts the latest technology to manage the different forms of information, and its communication and promotes increasing the use, by patrons. The new technology that is called Information and Communication Technology (ICT) makes a tremendous impact on the library's operations, services, users and staff. In broader terms, ICT consists of all modern technical means used to store and handle information, its communication through the computer and related hardware, communication networks technology and necessary software etc. ICT is significant to the libraries to achieve its goals for the management of information, effective services and extension of boundaries across the globe.

Libraries are using modern ICT to automate their core functions and implement efficient and effective library cooperation and resource sharing through networks. ICT is used to implement management information

systems (MIS), and develop institutional repositories (IR) of digital local content, and digital libraries.

The libraries are well equipped with all modern facilities to satisfy the information needs of the readers. The constituent libraries have housed 88,105 volumes in total comprising Books, Theses and Dissertations, and Back volumes of Journals. All the libraries have procured non-book materials for the readers. The libraries have subscribed 260 print journals. The university has also subscribed one database for engineering and an Aggregator (comprising four databases of biomedical sciences) which provides access to 5,696 electronic journals. All the constituent librarians guiding the users to use the NDLI and DELNET digital resources for their study. All the constituent libraries are automated, well networked with wi-fi connectivity and Internet.

Activities: Maintenance of

- IT infrastructure of the library
- Library Management Software
- Library portal
- Institutional Repository
- Library Servers
- Access to Electronic Resources

9.1 INFLIBNET (Information and Library Network)

The University Grants Commission has set up an autonomous Inter-University Centre in 1991 called INFLIBNET. It is involved in modernizing university libraries in India and connects them through a nationwide network.

9.2   Shodhganga – Indian ETD Repository of Doctoral Thesis, INFLIBNET Centre

The ACU has signed MOU with the INFLIBNET centre for contributing Ph.D. thesis to Shodhganga. Very recently three researchers have completed and awarded the Ph.D by the university. We chalked out the modus of operandi for contributing the thesis to Shodhganga, soon.

9.3   IRINS: Web-based Research Information Management (RIM) Service

IRINS is web-based Research Information Management (RIM) service developed by the Information and Library Network (INFLIBNET) Centre. The portal facilitates the academic, R&D organisations and faculty members, and scientists to collect, curate and showcase scholarly communication activities and provides an opportunity to create a scholarly network. The IRINS is available as a free software-as-service to academic and R&D organisations in India.

The Adichunchanagiri University is the member institution for Research Information Management portal. The profiles of the faculties and researchers of the constituent colleges and research centres have been created in the system, and updated, the stakeholders can access the portal at any time round the clock: https://acu.irins.org/

9.4   E-resources Subscription

The Institution subscribes to nearly 5,696 online journals from EBSCO-IEEE, and ProQuest: Health Research Premium Collection database/aggregator, DELNET resources are also subscribed. We also registered as a member institution for the NDLI Club.

9.5   Digital Library

A digital library is a library in which collections are stored in digital formats and accessible by computers. The content may be stored locally, or accessed remotely. Digital library collections contain permanent documents. The digital environment will enable quick handling and/or ephemeral information. Digital libraries are based on digital technologies.

The libraries started the digitalization of reading materials using DSpace software and created an institutional repository called ACU-Jnana Khanaja. This repository has been created and digitalized the content and the user can access it through http://103.42.87.14:8080/jspui/

For the conservation of the knowledge created by the faculty and researchers of the University, the published articles in various journals by them have been digitalised and hosted via an Institutional Repository to access the content. All the University summative Question Papers are also digitalized and placed in the repository for access.

9.6   Learning Centre for Visually Challenged

With the intention of providing innovative teaching techniques for the Visually Challenged, university has finalized the Hardware and Software required to establish the Learning Resource Centre at AIMS-LRC and it will be commissioned within the short span of time.

The following Hardware and Software were selected for completing the process.

- JAWS Talking Screen Reader for the Blind (two users)
- ZoomText Screen Magnifier/Reader for partial Blind
- Smart Reader HD Stand Alone Text Reading Machine
- MERLINE ELITE PRO - HD / OCR Video Magnifier

- ANGEL India Online DAISY Player for the Blind
- N V D A Software – Screen Reader (two)
- Fully loaded computers – (three)

10. STACK ROOM AND DISPLAY MANAGEMENT

Collection Organization plays a vital role in ensuring the optimum utilization of the books, journals kept in the library. The libraries have built up a balanced and rich collection for the particular programmes taught in their colleges. The collection mainly pertains to Medical and Health Sciences, Pharmacy, Nursing, Applied Health Sciences, Science and Technology and Management, Science, Humanities and Social Sciences. At present, the collections grown up to 88,105 volumes inclusive of several valuable reference books, theses/dissertations and back volumes of periodicals, non-book materials, online resources, etc. The learning resources are stacked / displayed in the following categories.

- General Stack Area
- New Arrival Section
- Reference Section
- Book Bank Section
- Journal Display Racks
- Back volumes of Journals
- Theses/ Dissertation section
- Audio Visual Section
- Newspaper/Magazine Display Area

All constituent Libraries of ACU have commonly adopted the Anglo-American Cataloguing Rule-2 (AACR-2) with modifications for cataloguing documents. The Dewey Decimal Classification (DDC) Scheme is followed for

classifying the documents at all libraries, except AIMS-LRC, which uses both the DDC and the National Library of Medicine Classification (NLM) System, a special classification system developed by the National Library of Medicine, Bethesda, USA, for shelf arrangement of biomedical resources.

It is essential that all efforts are made by the library staff for pleasant display and quick retrieval of books/journals for the users. The library ensures that:

- All the books removed from the stacks are replaced back to their shelves after usage.
- The stacks are properly labelled with subject guides and Class Number Guides.

11. STOCK VERIFICATION AND PROCEDURE OF DOCUMENTS WITHDRAWAL

Physical verification of the library stocks has to be carried out to identify the losses, identify misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Annual stock verification of the library will be conducted every academic year.

The stock verification has to be carried out by a team of faculty members nominated by the principals of the respective colleges and the library staff will assist the verification team. After verification, the final report will be submitted to the principal in turn it will be reported to the university.

11.1 Stock Verification Process

Rule 215 (page 59) of the **General Financial Rules, 2017** states that the Physical verification of Library books is stated as follows:

"(i) Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries

having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

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

11.2   Loss of 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 have roles as Information Managers and facilitators and not just a custodian. The libraries are kept open up to late evenings and weekends with the help of skeletal staff to serve the academic community of the institute. Therefore he/she should not be held responsible for the losses. The following guidelines are provided by the Government of India regarding the inevitable loss of library documents:

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year

  may be taken as reasonable.
- Loss of a book of the value exceeding Rs.1000.00 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 be taken. The principal in consultation with the Vice-Chancellor will write off all such losses by the recommendation of Library Advisory Committee. The base values suggested for Indian and foreign books shall be reviewed every three years.

- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.

- 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 are to be strengthened.

- 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 Library Advisory which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

11.3 Procedure for write-off

- List the documents not found during stock verifications.

- Library staff to make all possible efforts to locate the document not found during stock verification.

- Put up the list of common entries to the principal/Vice-Chancellor along with justification for the losses (open access, limited staff, inadequate security system, the large number of students visiting the library, losses within permissible limits, etc.)

- Get approval from the principal in consultation with the Vice-Chancellor.

- Make necessary entries in the accession register, write-off register, assets register, etc.

- Improve the system with additional precautionary measures.

11.4   Weeding Out

The library periodically verifies the condition of the book in the cupboards/shelves and removes damaged books. The list of books is prepared and submitted to the Library Advisory Committee for weeding out of the documents. The weeding-out process is done as and when needed on the recommendations of a committee constituted for this purpose.

11.4.1 Process

The library staff deputed for this work should scan the publications, section by section, and identify publications that may be considered for weeding out. These publications may be kept separately until the final decision. Subject-wise list of such publications be prepared and should be circulated to all Departments/Centres of the Institution(s).

11.4.2 Disposal

- Send the list of discarded publications to Departments who may like to have the discarded publications for its departmental library.

- The publications that could not be disposed off, in step mentioned above or ephemeral and unwanted material received free of charge from time to time may be destroyed by pulping through papers mills

or disposed off as waste paper following the institute procedure for such disposal.

12.MAINTENANCE OF DOCUMENTS

12.1   Introduction

It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the library staff. Proper care must be taken to avoid any quick damages. Document maintenance includes shelving, dusting and cleaning, shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents.

To save the time of the users as well as staff documents in the library should be arranged in a logical order. Reference documents should be arranged in a separate room, and currently received documents should be displayed in the reference collection room. Other collections may be arranged in such a way that they should meet the needs of the users. Proper dusting and cleaning of documents should be done on a regular basis.

12.2   Shelving and Shelf Rectification

The constituent libraries have adopted open access system, where users have the freedom to pick up document from shelves. Some users misplace documents intentionally. Some time, by mistake, staff also keeps reference documents in general collection or vice versa. There should be a regular checking of the order of arrangement of documents in the shelves. All misplaced document should be restored to assigned positions. This process is called shelf rectification. If any torn-off document is found, it should be sent for binding.

12.3 Care of Documents

The library staff is clearly instructed in the care and handling of library documents, particularly during processing, shelving and conveyance of documents. The following steps should be taken:

- Dust should not be allowed to deposit on the documents because the collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and using vacuum should be done regularly and carefully.

- Silverfishes, like cockroaches, are attracted to glues, pastes and other adhesives. Sodium fluoride can be applied to bound volumes to save them from silverfishes.

- Proper cleaning, fumigation and exposure to sunlight to the documents also help in reducing the effect of insects in the library.

- Rats and mice also damage the library materials. Repellents should be used to save materials from them. Proper pest management can also minimize the problems caused by the above insects.

12.4 Binding of Documents

Binding work of library materials is done through the commercial binders available in the nearby places. In this regard, the library decides the specification, terms and condition of binding, type of binding, colour of binding for each type of document, etc.

The constituent libraries will prepare a list of documents to be bound. After the bound volumes are received from the binder, the library verifies each document, checks the binding, tooling, change the status of the software, etc.

13.   PHYSICAL AMBIENCE

- **Cleanliness:**

   Libraries are the central resource department that are the backbone of all academic programmes of the University. Students and faculty spend their considerable time in library premises pursuing their research and studies. Hence 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.

- **Electricity and Water and Ventilation:**

   Libraries ensures that these essential things are working at all times and users are not put to any inconvenience.

14.   PREVENTIVE MEASURES

Some preventive measures are listed below:

- Closed access to rare books and specialized collections is followed.
- The exit/entry to the libraries is monitored.
- Sealing of windows with wire mesh, adequate vigilance in the Stack rooms, Closed-Circuit Television, Monitoring system, introduction of Identity/membership cards for identification of users, etc., are adopted. To safeguard the reading materials, RFID security gate should be installed for detection of the theft and circulation purposes.
- Adequate number of staff should be posted to the library for monitoring the activity.

15.   THESES

Recently, three research scholars have completed and awarded the Ph.D. by the Adichunchanagiri university. We chalked out the modus of operandi for contributing the thesis to Shodhganga, soon.

16.   ANTI-PLAGIARISM SOFTWARE

Plagiarism detection is the process of locating instances of plagiarism in a work or document. The widespread use of computers and the advent of the internet have made it easier to plagiarise the work of others. The university subscribed the DrillBit Plagiarism Detection Software for checking the plagiarised content found in the manuscripts/journal articles/theses/conference papers/project reports etc.

16.1   Procedure for Plagiarism Check

While submitting the soft copy of the Ph.D. theses to check with plagiarism detection software, the research scholars and supervisors, who are submitting their theses have to follow guidelines.

1. The soft copy of the doctoral thesis has to be submitted in PDF or Word file.
2. Thesis covering all the chapters, from the introduction to bibliography/references shall be in a single file, excluding preliminary pages: declaration, acknowledgement, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, etc.

3. Duration of one day is allowed for scanning the text of the thesis and the issue of the report depicting the percentage of similar content.

4. In case the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the researchers have to take appropriate measures under the supervision of their guides as to ensure originality of research output.

5. The researchers are informed to acknowledge accurately the right authors and sources given in the text within quotes. Uniformity and consistency are to be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references.

6. The constituent libraries will provide plagiarism check service to all research scholars of the constituent colleges/research centres.

16.2 Report to the Readers

The articles received from the readers are verified and librarian(s) sent the report to the concerned faculty/ student within a day.

17. GENERAL RULES

1. Identity Card/Library Card is compulsory for getting access to the libraries.

2. Library cards are valid for the entire duration of the course to access the library facilities.

3. The signature of the user is a must in the Entry Register at the time of entering and leaving the libraries, in case the system is off, otherwise, the users are advised to log-in & log-out through the system.

4. Belongings like bags, aprons and other receptacles are not allowed inside the library, such articles are to be left in the property counter provided in the libraries.

5. Personal belongings should not be left unattended. The libraries cannot be held responsible for any loss or damage to personal belongings.

6. Personal books are not allowed inside the libraries. However, readers can bring their personal books to the Reading Rooms provided them for such reason only.

7. All users leaving the libraries must show all books, folders, papers, etc. in their possession at the entrance counter to ensure nothing from the libraries are being taken out. Users may also be required to open for inspection any receptacle carried out of the libraries.

8. All books/journals and other library materials are to be used with care. No user shall deface the library books by underlining or scribbling notes in the margins, etc.

9. Books, journals, etc. taken from the shelves for reading are to be left on the tables after use and 'not' returned to the shelves.

10. The library is meant for individual study, engaging in conversation / group discussion inside the libraries is prohibited. Strict silence and discipline must be maintained in the libraries.

11. Mobile phones are to be kept in silent mode inside the libraries.

12. Beverages and eatables are not allowed inside the libraries.

13. Beverages Computers are for meant for educational purpose only, the use of the Internet in the library is for academic surfing, unauthorized sites, etc. are strictly prohibited.

14. Beverages Library users should not change the settings of the Computers provided in the libraries.

15. The libraries are under Closed Circuit Television (CCTV) surveillance.

These rules and regulations are subject to revision / updation from time-to-time without assigning any reason.