



LIBRARY POLICY

INTERNAL QUALITY ASSURANCE CELL, SANSKARAM UNIVERSITY



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1. Introduction

The Sanskaram University Library is committed to supporting teaching, learning, research, and extension activities by providing access to high-quality information resources, services, and an enabling environment. This Library Policy outlines the principles, procedures, and guidelines governing the effective management and utilization of the University Library and associated departmental libraries.

2. Vision

To develop a state-of-the-art knowledge center that fosters academic excellence, research culture, and lifelong learning.

3. Mission

- To provide seamless access to print and digital resources.
- To support academic programmes through efficient learning resource services.
- To foster information literacy among students, scholars, and faculty.
- To develop technologically advanced library systems and user-friendly services.

4. Objectives of the Library Policy

1. To ensure systematic development, access, and utilization of all library resources.
2. To define rules for acquisition, circulation, maintenance, and preservation of resources.
3. To promote the use of e-resources and ICT-based library services.
4. To establish performance benchmarks aligned with NAAC, NIRF, QS, and other accreditation standards.
5. To maintain a conducive learning environment and promote research.

5. Governance and Library Administration

5.1 Library Advisory Committee (LAC)



The Library Advisory Committee shall support library planning, development, resource allocation, and policy implementation.

Composition

- Chairperson: Vice-Chancellor/ Nominee
- Member Secretary: Chief Librarian / In-charge
- Members: Deans, Faculty Representatives, IQAC Member, Student Representative

Functions of LAC

- Approve library developmental plans.
- Recommend budget and procurement.
- Review library usage statistics and user feedback.
- Monitor compliance with quality assurance requirements.
- Facilitate grievance redressal related to library services.

6. Library Infrastructure

6.1 Physical Infrastructure

- Adequate reading halls with seating capacity per UGC norms.
- Dedicated sections: Circulation, Periodicals, Reference, Digital Library, Reprography, Special Collections, Book Bank.
- Display boards for new arrivals, notices, research publications, and important announcements.
- CCTV surveillance and security measures.
- Fire safety equipment.

6.2 ICT Infrastructure

- Integrated Library Management System (ILMS) (e.g., KOHA/SOUL).
- OPAC (Online Public Access Catalog).
- Subscription to e-resources through N-LIST/DELNET/e-ShodhSindhu, etc.
- Wi-Fi-enabled reading spaces.
- Computers for accessing e-resources.

7. Resource Development and Acquisition

7.1 Collection Development Policy

The library shall develop a balanced and updated collection covering:

- Textbooks
- Reference books
- Journals and periodicals
- Theses/Dissertations
- e-books and e-journals
- Open Educational Resources (OER)
- Newspapers, magazines, competitive exam materials

7.2 Procurement Process

- Annual requirement received from Deans/HoDs/faculty.
- Verification and approval by Library Advisory Committee.
- Procurement as per University financial rules.
- Accessioning, cataloging, and classification as per standardized systems (Dewey Decimal Classification).

7.3 Weeding Out Policy

- Outdated, damaged, and irreparable materials shall be weeded out annually.
- Write-off process approved by competent authority.

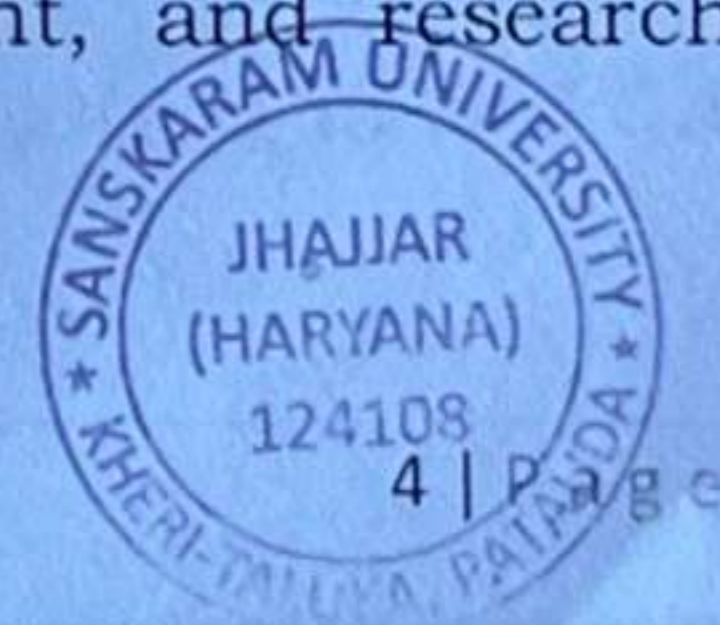
8. Library Services

8.1 Circulation Services

- Issue/return/renewals as per entitlement (students, faculty, staff).
- Loan duration and limits defined separately for each category.
- No-dues certificate mandatory for students at graduation and faculty/staff upon exit.

8.2 Reference and Information Services

- Guidance on literature search, reference management, and research support.
- Assistance in using OPAC, e-resources, and databases.



8.3 Digital Library Services

- Access to e-journals, e-books, online databases, institutional repository.
- Remote access facility (if available) to authenticated users.

8.4 Reprography & Printing Services

- Photocopying, printing, scanning at nominal charges.
- Strict adherence to copyright regulations.

8.5 Inter-Library Loan (ILL)

- Borrowing/sharing resources through DELNET or partner institutions.

8.6 Book Bank Facility

- Special provision for economically weaker and hostel students.

8.7 Current Awareness Services

- New arrivals display
- Alerts for subscribed journals
- Notifications for orientation programmes

9. Library Rules and Regulations

9.1 General Rules

- Maintain silence in reading areas.
- Use of mobile phones should be minimal and on silent mode.
- Eating, drinking, and smoking strictly prohibited.
- Users must carry valid University ID cards.

9.2 Borrowing Rules

- Users responsible for borrowed materials.
- Lost books must be replaced with latest edition or cost paid as per norms.
- Late return fines (as per approved rates).

9.3 Use of Digital Resources

- Fair use policy applies.
- No sharing of login credentials.
- Downloading entire databases is strictly prohibited.

9.4 Misconduct

- Damaging books, tearing pages, marking text results in penalties.
- Any violation may lead to suspension of library privileges.

10. Library Timings

- **General working days:** 9:00 AM – 6:00 PM
- **Examination periods:** Extended hours as notified
- **Holiday schedules:** As per University notifications

11. Library Budgeting

- Annual budget allocation for:
 - Books and journals
 - E-resources
 - Infrastructure maintenance
 - ICT upgrades
 - Staff development

12. Library Staff Responsibilities

- Ensure smooth functioning of library services.
- Assist users in accessing resources.
- Maintain records, statistics, and reports.
- Conduct user orientation programmes.
- Maintain asset registers and stock verification reports.

13. Stock Verification

- Annual physical verification of library holdings.
- Mismatch reports submitted to competent authority.
- Lost/damaged items processed as per write-off policy.



14. User Orientation and Information Literacy Programmes

- Induction sessions for new students.
- Workshops on research tools (Scopus, Web of Science), citation formats, reference managers (Zotero/Mendeley).
- Training on use of ILMS and digital platforms.

15. Institutional Repository

- Theses, dissertations, faculty publications, conference papers uploaded in digital repository.
- Access provided in accordance with University guidelines.

16. Feedback and Quality Assurance

- Periodic user satisfaction surveys.
- Feedback from faculty, students, and researchers analysed by IQAC.
- Improvements based on feedback and audit reports.

17. Library Audit

- Internal audit by IQAC annually.
- External audit (if required) as per accreditation needs.
- Compliance reports submitted to University authorities.

18. Policy Review and Amendments

The Library Policy will be reviewed every **three years** or earlier as recommended by LAC/IQAC and approved by competent authority.

19. Approval

This policy is approved by the **Competent Authority of Sanskaram University** and is effective from the date of notification.



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Verified by: Registrar & Dean Academics

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Approved by: Honorable Vice Chancellor

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