



AMITY UNIVERSITY
———— **HARYANA** ————

LIBRARY MANUAL

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1. LIBRARY: AN INTRODUCTION

A library is an organized collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material.

A modern general term for library is; Library and Information Center, Resource Center, Knowledge Center, Learning Resource Center, etc.

1.1 Central Library, Amity University Haryana

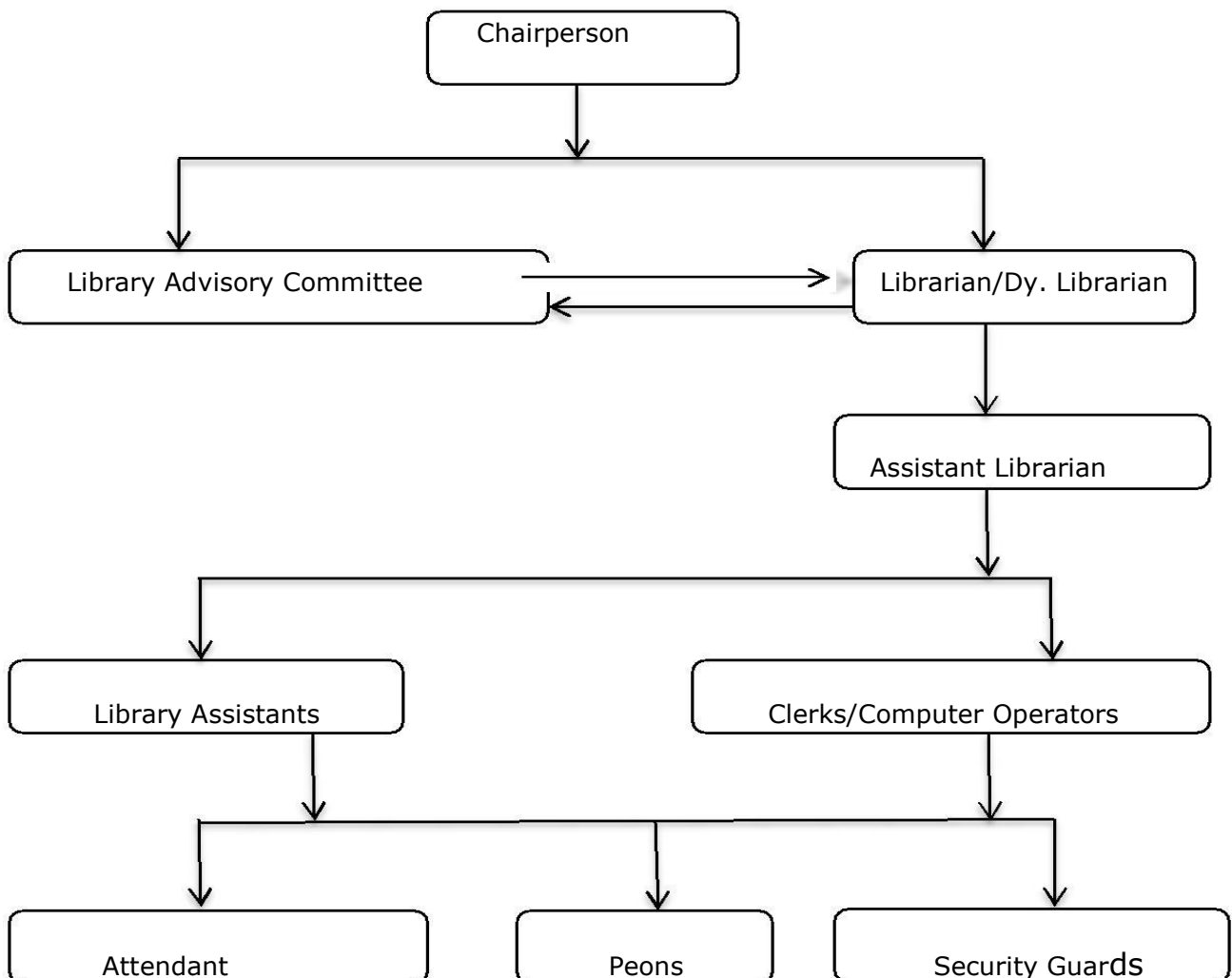
Central library is well equipped with text books, reference books, journals, magazines, e-resources, and newspapers, etc. The Library building is located in D-Block. Total area of the library is 50,000 sq. ft. and fully automated / computerized with Open Source Library Management Software (LMS) "KOHA". All the books are classified with Dewey Decimal Classification (DDC) International Classification scheme and bar-coding.

1.2 Departmental Library

Departmental Libraries–Law Library, Architecture Library, Pharmacy Library and Nursing Library are well equipped as per according to Council norms like BCI, PCI, COA, INC and AICTE etc.

2. LIBRARY PERSONNEL

2.1 Functional Organizational Structure of the University Library



2.2 Librarian

Librarian is a Head of the Department (HoD) of Library and Information Center.

The job description of a Librarian is as follows:

- Assume responsibility for the daily operation of the Library and the supervision of the staff.
- Implement the collection development process and planning and developing of the library.
- Orienting the users towards effective utilization of Library services.

- Supervising circulation (charging and discharging) of books and learning materials.
- Arranging for stock verification of library collection and weed-out/write-off books.
- Strengthen library automation, e-library-digital aspects.
- Maintain records and statistics and submit reports as required.

2.3 Assistant Librarian

The Assistant Librarian work under the supervision of a Librarian provides a wide variety of work/services and administrative support. The Assistant librarian is responsible to the Librarian.

The job description of a Assistant Librarian is as follows:

- Acquisition of books, Maintain files records, technical work of books & journals, Maintain Databases.
- To assist Stock taking.
- Coordinate with vendor's about missing issues.(Books & Journals).
- Arrange to maintain library clean, safe and organized.
- Cataloguing and indexing of books and periodicals.
- Perform the library work as assigned by the librarian at time to time.

2.4 Library Assistant

The Library Assistant is report to the Librarian/ In-charge of Library.

The job description of a Library Assistant is as follows:

- To work under overall supervision of the Librarian.
- Assist the users towards effective utilization of Library services.

- Any other library works allotted by the librarian.
- To check-in, check-out and circulation of library materials.
- Perform patron registration and transaction activities.
- Maintain circulation records and make reserves on requested books.

2.5 Computer Operator:

The Computer Operator is report to the Librarian.

The job description of a Computer Operator is as follows:

- Typing work /library routine work; Manages and maintain the Library Database, Data entry and library software; Any other library works assigned by the Librarian.

2.6 Library Attendants

Library Attendants are report to the Librarian/Assistant Librarian in day to day activities.

The job description of a Library Attendant is as follows:

- To check in/out at the entrance gate; to control at the property counter; to maintain and upkeep/cleaning of library; Labeling and pasting, repairing and binding of books; to maintain the books and periodicals properly; any other work assigned by his superiors.

3. Library Rules and Regulations

The Library rules and regulations are set by the Librarian and Library Advisory Committee.

3.1 LOAN PRIVILEGES

The following are the loan privileges of different categories of members:

Category	No. of books	Period
Faculty Members	6	30 days
Students	3	14 days
Research Scholars	6	30 days
Officers/ Non Teaching Staff	2	30 days

3.2 LIBRARY TIMINGS

The normal hours of operation for the central library to be open to the students and faculty members are as follows:

Working Day's	Timings
Monday-Friday	09:00 a.m. - 09:00 p.m. Circulation (09:00 a.m. – 4:30 p.m.)
Saturday - Sunday	10:00 a.m. - 04:00 p.m. (Reading only)

The library will remain closed on selected holidays observed by Amity University Haryana. This schedule is subject to change due to unforeseen eventualities, emergencies, bad weather etc. the information of which will be reflected on AMIZONE and Library Notice Board.

4. Library and Information Services and Facilities

The Library services refer to facilities provided by the library for the use of books and reading materials and dissemination of information for the need and meet the user's requirement.

The following are the important services:

- Circulation
- News Paper Clippings
- Reference Service/Referral Service
- Inter-Library Loan
- User Education
- Reprography Service
- Online Public Access Catalogue (OPAC) Service

5. LIBRARY ADVISORY COMMITTEE

Library committees are generally appointed for improving the library services and framing of policies in universities. Library Committee will meet at least once in a year under the chairperson of the library. Library Committee will also obtain feedback from the students with regards to procurement of book, functioning of the library etc. and sort out the library related problems after discussion with the Chairperson in due course.

5.1 Formation of a Library Advisory Committee

Library Committees will be formed by the Institutions of Amity University, Haryana. It will be headed by a Chairperson which will be deputed by the HOI/Director/Dy. Director Professor/Assistant Professor. The members of the Committee will be drawn from the senior faculty of the respective Institutions. It will also have a member Secretary. Librarian will attend the Library Committee meetings as member in attendance. Library Committee will also obtain to procurement of books & Journals, functioning of the Library etc and sort out the Library related problems after discussion with the Chairman Library. Each Department in an Institution will form a Library Sub Committee to cater for the needs of the Departments.

6. Procurement of Learning Resources

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

6.1 System of Purchasing (SOP)

A Library can procure books and journals as per SOP.

6.1.1 Procurement of Books:

- a) Books requirement should be projected advance before commencement of Semester
- b) Faculty can recommend the books to be procured for their prescribed text books & reference as per syllabus.
- c) Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member
- d) Library will provide catalogue of publishers to respective Institutions/ Department.
- e) It should be checked with library before preparation of list (avoid duplicate book) by OPAC.
- f) List of books should be prepared included (title, subtitle, author, publisher, edition, year, price, ISBN)
- a) Library will take price of the books through ESO. Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC)
- g) List to be signed by Librarian/ Director/ HOI/HOD.
- h) Completed list of Books should be approved by Chairperson of Library Committee & VC.
- i) Final approval by the Head Office.

- j) Purchase Orders will be issued by the ESO (Centralized Purchasing Office) to vendor.
- k) Procurement of Foreign books, it will take Two Months and Indian books will take One month.

6.1.2 Procurement Process

The processing work of a library is the pivot round which all its activities revolve. The following are the technical process through which a book passed before it is sent to the shelves after it is acquired.

I. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register & Library Management Software KOHA.
- Assign Accession Numbers to Titles in Computer Purchase Bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

II. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders,
- Foreign Exchange Rate Verification as per Good Offices Committee Report rates,
- Price Proof Verification for Foreign Publications and for books on which price is not mentioned (Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor)
- Prepare Books Report in ILMS KOHA.
- Prepare Purchased Bill in Excel.

III. Classifying

- Classify Books as per the Dewey decimal classification (DDC) Scheme.
- Write the Class No. & Book No. on the spine of the books along with Barcode.

IV. Cataloguing:

- Cataloguing (MARC 21 Automated) through ILMS KOHA Software.

V. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste bar Codes on the Title page and laminate it with Cello tape

- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

VI. Vendor Follow Up:

- Titles Not Supplied
- Reminders to Suppliers fortnightly

6.1.3 Procurement of Journals:

- l) Journals requirement should be projected annually.
- m) Faculty can recommend the peer- review journals to be procured for their prescribed discipline.
- n) Students/Research Scholars can also recommend the journals for procurement provided their recommendation is endorsed by a faculty member
- o) Library will be provided the list of journals.
- p) List to be signed by Librarian/ Director/ HOI/HOD.
- q) Completed list of Books should be approved by Chairperson of Library Committee & VC.
- r) Final approval by the Head Office.
- s) Purchase Orders will be issued by the ESO (Centralized Purchasing Office) to vendor.
- t) Accessioning: Enter the details of the Invoice and Journals in Periodical Register.
- u) Maintain Bill File.
- v) Library Stamp to be put on the Front page, Title page, and on the Last page.
- w) Maintain Bill Register Data in EXCEL Sheet for reporting

6.2 Other Resources Managed:

Other than Journals:

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

- i. Complimentary Books & Journals
- ii. Annual Reports
- iii. Previous Question Papers
- iv. Project Reports
- v. Brochures
- vi. Institutional Newspaper etc.

Non-Book Materials

A small collection of Non-Book Materials such as CDs.

6.3 Procurement of e-Resources

- i. E-resources subscribed through ESO.

6.3.1 Online Public Access Catalogue (OPAC)

The Online Public Access Catalogue (OPAC) system in the University Library is enabled with 'KOHA' software which allows cataloguing of diverse resources such as books, journals, articles, maps, CD, OPAC enables searching through clusters like Author, Keyword, Subject, Class No., Title, Publisher, ISBN etc.

7. Library Security System

Library employs a security system to safeguard the library resources. The following security systems are employed in the library

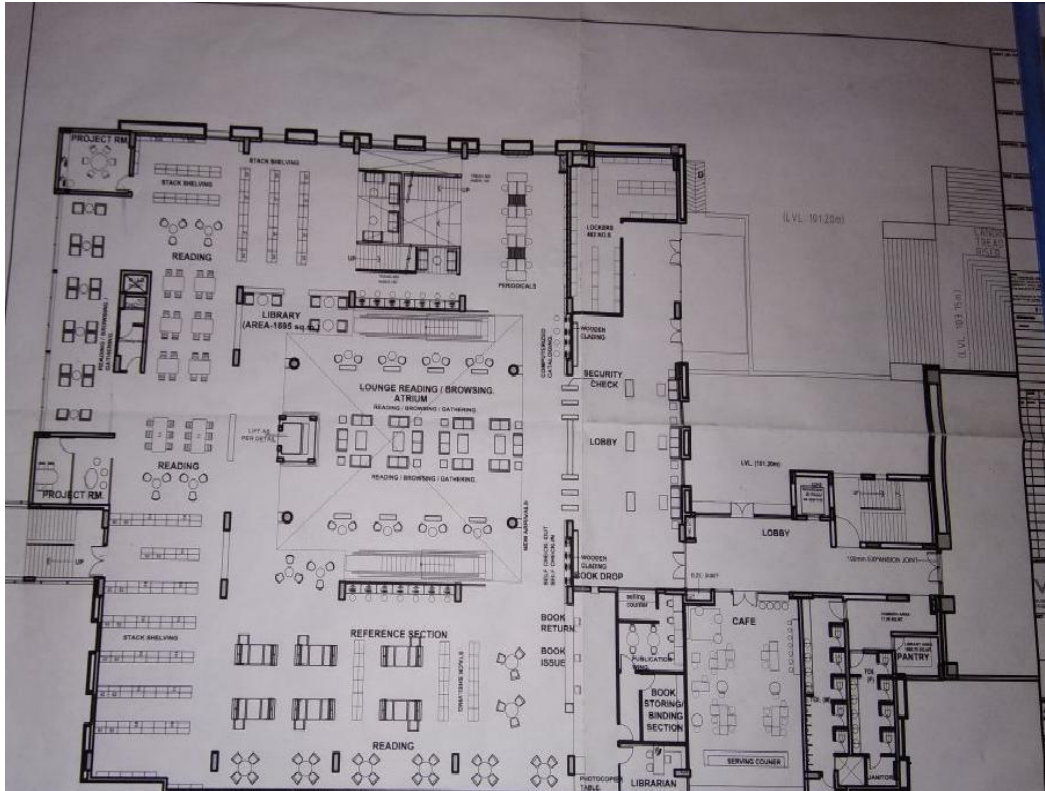
7.1 Closed Circuit Camera System (CCTV)

- Library has installed CCTV cameras across different floors, stack rooms and study areas for monitoring.
- Control room of university has a LCD monitor where the footage can be viewed
- IT department has access to recording of the footage.

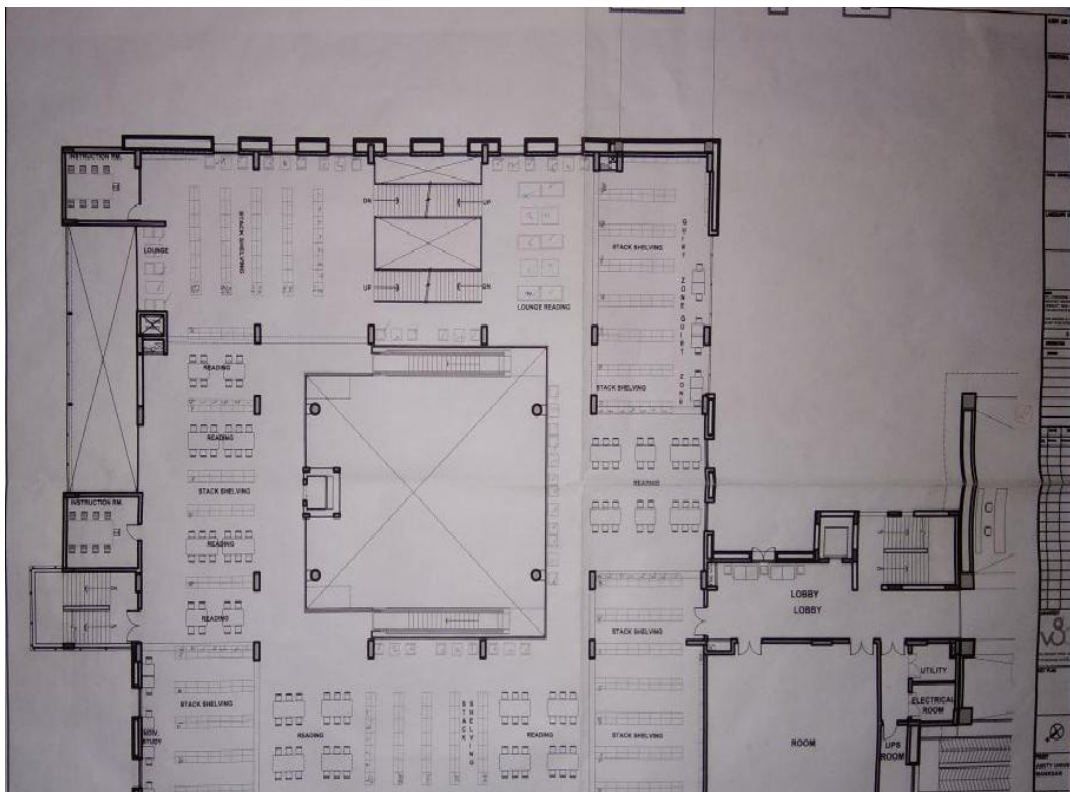
7.2 Theft/Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the LAC/DSW for further action.

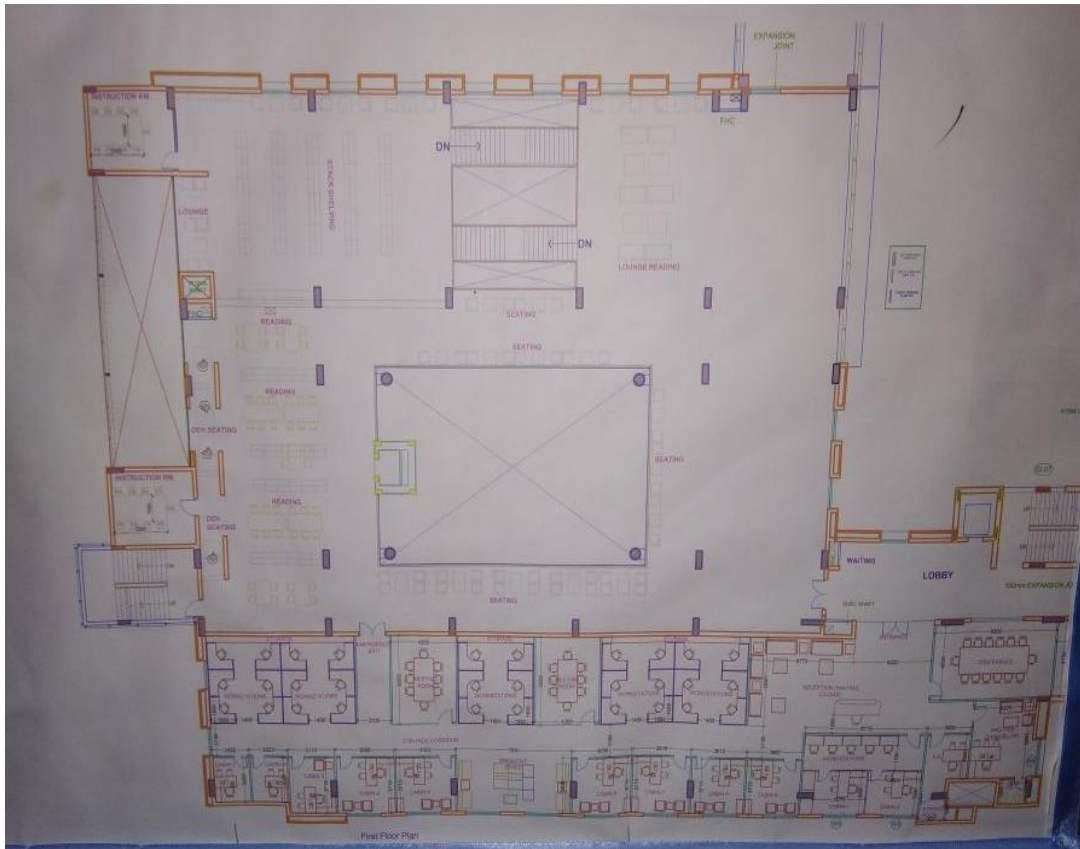
8. Central Library Layout



Lower Ground Floor Plan (Basement Plan)



Ground Floor Plan



First Floor Plan

8.1 Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/ displayed in the following categories:

- General Stack Area (Spread across two floor for books/bound Volumes)
- Reserve Shelf Collection (consisting of books in high demand, Thesis/Dissertations, project Reports)
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- News paper/Magazine Display Area (Ground Floor)
- Journal Display Racks (Ground Floor)

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

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

9. Stock Verification:

Stock verification is an annual process which will be conducted at the end or before the academic year beginning (summer break). Stock verification should be carried out by the responsible faculty appointed by the Chairperson. The Library staff will assist the verification team.

9.1 Procedure for write-off

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. As per Government Norms, Rule 194 (GFR 2005) related to physical stock verification of libraries will be carried as per guidelines given below: Periodicity: 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.

The following guidelines are provided by the Government of India regarding inevitable loss of library documents:

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification
- Prepare pre-final list of the documents not found
- Compile a final list of documents not found

- Compare with the list of earlier stock verification to identify common entries
- Get approval from the LAC & Chairperson.

10. Digital Library

10.1 Salient features of ICT.

- Central library in a networked environment with computers using a dedicated 3 gbps leased line & alongwith Wi-Fi in library Premises.
- Open 24x7 and 365 days a year
- Both reading and computing facilities
- Access to full text online journals through Library OPAC and other library e-resources.
- CCTV Cameras for surveillance to enhance security of the library resources

10.2 ICT Library-Acceptable Use and Code of Conduct:

1. Do Not Connect Your Mobile To Computers.
2. Do Not Install Any Software Without Prior Permission Of IT Team.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your Pen Drive, CDs OR DVDs Before Use.
7. Keep Your Mobile On Silent Mode.
8. Eatables are not allowed inside the Central Library.
9. Take Care Of Your Own Belongings.
10. Turn off the Computers after your work is completed.
11. Please Keep The Central Library Clean.
12. Keep Silence In Central Library.

11. Maintenance of Library Forms

- **ANNEXURE-A** Library Membership Form(Students)
- **ANNEXURE-B** Library Membership Form(Teaching & Non-Teaching Employees)
- **ANNEXURE-C** Book Recommendation Form
- **ANNEXURE-D** Urgent books Recommendation Form
- **ANNEXURE-E** Journal Recommendation Form(Requisition form for Journal Subscription)
- **ANNEXURE-F** Students Feedback Form
- **ANNEXURE-G** Inter Library Loan Request Form(DELNET ILL request form & The requests can be sent through email also)



AMITY UNIVERSITY

Haryana

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recent
photo.
Don't staple

Membership Form for Students

1. Name (in Block Letters)	:	_____
2. Father's Name	:	_____
3. Date of Birth	:	_____
4. Blood Group	:	_____
5. Form. No	:	_____
6. School & Course	:	_____
7. Date of Admission	:	_____
8. Duration of Course	:	_____
9. Correspondence Address	:	_____ _____ _____
10. Permanent Address	:	_____
11. Phone No / Mobile No	:	_____
12. E-Mail	:	_____

Students also fill membership form through online, URL [10.6.2.14](#) it is mandatory.

UNDERTAKING

I have read the AUH-Lib rules and agree to abide by them and also agree with records maintained by the AUH – Lib, in respect of issue & return of documents & other related matters. I undertake the following.

1. To pay any dues when demanded by the AUH – Lib as per rules.
2. Before writing examination of final semester, I will return all the books to AUH – Lib otherwise University reserves the right to withhold my result.
3. To obtain No Dues/ Clearance Certificate from AUH – Lib at the time of leaving the University.

Date:

Signature of the Applicant

For AUH – Library Use

Mr./Ms. _____ has been enrolled as member of the AUH – Library

His / her membership No. is _____

Librarian



AMITY UNIVERSITY

Haryana

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recent photo.
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MEMBERSHIP FORM FOR TEACHING/NON-TEACHING EMPLOYEES

1. Name (in Block Letters)	:	_____
2. Father's Name	:	_____
3. Date of Birth	:	_____
4. Blood Group	:	_____
5. Form. No	:	_____
6. School & Course	:	_____
7. Date of Admission	:	_____
8. Duration of Course	:	_____
9. Correspondence Address	:	_____ _____
10. Permanent Address	:	_____
11. Phone No / Mobile No	:	_____
12. E-Mail	:	_____

Students also fill membership form through online, URL [10.6.2.14](#) it is mandatory.

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Date:

Signature of the Applicant

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Mr./Ms. _____ has been enrolled as member of the AUH – Library

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Librarian

ANNEXURE-C

AMITY UNIVERSITY HARYANA

INSTITUTION/SCHOOL : _____

REQUISITION FORM FOR PURCHASE OF BOOKS FOR LIBRARY : PRESCRIBED TEXT / REFERENCE BOOKS

Requirement of Books for : Semester _____ Academic Year _____

S. No.	Title of Book	Author(s) / Publisher	ISBN No.	Book Prescribed for Program/Sem.	Subject Code	Reference / Text Book	Cost per Copy (Approx)		No. of Copies	Discount (in %) Offered by the Supplier	Total Cost (Rs)	REMARKS
							Currency (Rs. / \$)	Cost				
									Of the Same or Similar Book held in Library			
1												
2												
								Total				
Requisitioned by				Recommended by								
Signatures _____ Name _____ Designation & Deptt. _____ Date _____ No. of Stud. _____				Director / HOD				Librarian		Dem and No.	Chairperson Library Committee	

**AMITY UNIVERSITY HARYANA
URGENT BOOK- PROCUREMENT
LIBRARY FORM**

Name of the Faculty & Institution: _____

Designation: _____

Purpose: _____

Details of Books:

S. No.	Title	Author & Publisher's Name	Prog./Sem.	Qty.	Price	Text/Ref.	Remarks

Date:

(Signature of Applicant)

Recommendation by:

Coordinator/ Director/HOD _____ Librarian _____ Library Stock Availability _____

Approved by:

Pro Vice Chancellor/Deputy Vice Chancellor: _____

Final approval by:

Vice Chancellor _____

ANNEXURE-E**AMITY UNIVERSITY HARYANA
REQUISITION FORM FOR JOURNAL SUBSCRIPTION****INSTITUTE/COLLEGE/SCHOOL:****DEPARTMENT:**

S.N.	Name of Journals	ISSN	Periodicity	Publisher's Name	Amount	Remarks
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
GRAND TOTAL =					Rs.	

Total costing amount of above mentioned journals are Rupees

The above journals are required for the faculties & students of our college i.e. _____, hence it is recommended for the subscription to the university library and information centre.

Director / HOD's**Name:****Institute/College/School:**

ANNEXURE-F

**AMITY UNIVERSITY HARYANA
LIBRARY
DELNET: Inter Library Loan Request Form**

Date:**Name of Faculty:****Designation****Department**

To,
The Librarian
Amity University Haryana

Dear Sir,

I am in need of the following books/ articles which are not available in our library. You are requested to kindly arrange to get the same under ILL/DDS from DELNET.

Sr. No.	Title	Author	Page Nos.	Publisher	Location
1					
2					

Signature of Faculty/Student**For Library Use:**

No. of pages of journal articles requisitioned: _____

Photocopy charges/Courier charges levied by DELNET: _____

Acknowledgement:

ILL request for books: Issued to _____ on _____ for 10 days only.

Returned by _____ on _____.

Returned to DELNET staff on _____.

DDS for journal articles: Copy of journal articles sent to _____ on _____ by email/by hand.