

Library Manual

Version 4.0



Maharaja Institute of Technology Mysore

AN AUTONOMOUS INSTITUTION

(Approved by AICTE, New Delhi, Recognized by Government of Karnataka
and Affiliated to Visveswaraya Technological University, Belagavi)

Belawadi, Srirangapatna Tq, Mandya Dist.

Phone: 08236-292603

Website: www.mitmysore.in

E-mail: principal@mitmysore.in

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APPROVAL OF LIBRARY MANUAL 4.0

The Library Advisory Committee, comprised of the following members, hereby states that the 'Library manual 4.0 of Maharaja Institute of Technology Mysore constitutes a comprehensive document outlining the necessary procedures, rules and regulations to be adhered to in the operation of the Library and Information Centre.

We, recommend to the Patron of the institute that the 'Library Manual' be implemented in the day-to-day functioning of the library and information Centre at Maharaja Institute of Technology Mysore.

Library Advisory Committee members

S/L	Name	Position/ Designation	Signature
1	Dr. Murali S.	Chairman/ Principal	
2	Dr. Ramakrishnegowda C.	Member / Professor and Head, CV	
3	Dr. Mohamed Khaisar	Member / Professor and Head, ME	
4	Dr. Sharth Kumar Y.H.	Member / Professor and Head, ISE	
5	Dr. Manju B.	Member / Professor and Head, Chemistry	
6	Dr. Shyam B.R. Dr. Inta Belkappa	Member / Professor and Head, MBA	
7	Prof. Anisha P.S.	Member / Assistant Professor, ECE	
8	Prof. Deepthi N.	Member / Assistant Professor, CSE	
9	Dr. Chandrashekara J.	Member Secretary / Chief Librarian	

[Handwritten signatures and dates]
30/12/25
30/12/25
30/12/25
30/12/25

DECLARATION

I am pleased to learn that the staff of the Library and Information Center at Maharaja Institute of Technology Mysore has revised the Operational Manual in the form of 'Library Manual 4.0'. I extend my congratulation to the staff, particularly the Librarian, for their efforts in the regard.

I, Dr. Murali S., with the approval of the Library Advisory Committee, hereby declare that Library Manual 3.0 is correct in all respects and is suitable for implementation in the day-today operation of the Library and Information Centre.



Dr. Murali S.

Principal

Date: 19/12/25

PREFACE

The Library and Information Centre of Maharaja Institute of Technology Mysore is an integral part of the educational offerings of the institute. The centre is dedicated to providing aspiring graduates with relevant and reliable learning materials in both print and electronic formats. Continuously striving to update and upgrade, the centre's core objective is to meet the growing expectations of its users.

The staffs of the Library and Information Centre diligently carry out their duties within the scope of the centre, contributing to the realization of its vision and engaging the interests of its users.

The Library Manual 4.0 has been amended by incorporating subtle changes that deemed fit. The editorial committee is headed by Librarian, Dr. Chandrashekara J., the staff of the Library and Information Center and Dr. Godfrey Devaputra., Associate Professor, Mechanical Engineering and Dean - Accreditation & IQAC. This manual comprehensively covers all important functional aspects of the library and provides clear policies for activities such as acquisition, technical processing, resource arrangement, transactions, and library services.

Serving as a guide for both library staff and users, this manual will provide direction in organizing and managing library operations effectively.



Dr. Chandrashekara J

Chief Librarian, Maharaja Institute of Technology Mysore

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1. LIBRARY & INFORMATION CENTRE

The central objective of the library is to cater to the educational requirements of students, teaching faculty, technical staff, and research scholars associated with the institution. This is achieved by continuously enhancing relevant collections and delivering efficient services. The library's commitment extends to addressing user information and learning needs, exemplified through various services like lending services, periodical services, Reference services, digital library facilities and services, and more. A notable feature of the library is its adoption of an open access and remote access system, which promotes unrestricted access to resources from knowledge center. By following this approach, the library encourages users to freely explore and utilize available materials, fostering a culture of accessible and inclusive knowledge dissemination. Overall, the library serves as a dynamic hub that actively contributes to the academic and research endeavors of the institution's community.

1.1 Vision:

“To provide comprehensive resources and services to the researcher, teacher and students, meet their information needs to enrich their treasure of knowledge by providing the access round the clock-round the world”

1.2 Mission:

- *Acquires, organizes and preserves the resources*
- *Consolidate and disseminate information to the intellectual community*
- *Incorporate strong library ethics*
- *Effectively apply innovative tools and techniques for its continuous management and improvisation*

1.3 Automated Library

Library uses Koha, Integrated Library Management Software, which supports in-house operations of library such as acquisition, cataloguing, circulation, serials control and OPAC. Database is up-to-date.

Smart circulation system is used successfully via Bar-code technology for all the resources and barrower cards.

1.4 Working Hours

Library will function as per the institute timing. And the Circulation Time: 9 AM to 7 PM

1.5 Organizational Chat



Figure 1: Library Organization hierarchy

2. LIBRARY ADVISORY COMMITTEE

Library Advisory Committee is appointed for improving the library services and framing / amendment of policies and contributes to provide the best library services.

Library Advisory Committee refers to a group of people, who are entitled to perform certain duties such as suggesting improvements in resources and services of the library, library staff etc.

The role of the Library Advisory Committee shall comprise to oversee the effectiveness of functioning of the library so that; it can facilitate the library development plans by advocating the library development activities with the management.

The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the library and its users and the Committee main objective is to establish the bridge between the Library and the academic fraternity.

Institution functions according to the academic calendar and based on which college academic activities are planned. Therefore, Library Advisory Committee will be formed for the academic

year (Once in two years). Meetings may be conducted periodically as and when required.

2.1 Formation of Library Advisory Committee (LAC)

The committee represents the entire stake holders of the library. The Principal has the discretionary powers in nominating the members for the committee and following members will be nominated by Principal as members of the Library Advisory Committee separately and independently for a period of two years with the size of nine members.

S. No	Designations	Position in LAC
1	Principal	Chairman
2	Librarian	Member Secretary
3	HODs of all the departments (minimum three members)	Member
4	Faculties (minimum one female faculty)	Member

Structure of Library Advisory Committee (LC)

The Principal 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

2.2 Functions of the Library Advisory Committee

There are various functions the Library Advisory Committee to perform.

The Main Functions of the Library Advisory Committee are:

- To formulate the policies and procedures for the library operations and development such as Collection Development policy, Lending Service policy Etc.
- To prepare budget proposals of the library
- To validate general rules and regulations which govern the functioning of the library
- To device ways of improvising the library services via modern tools and techniques.
- To assess the requirements in the library from time to time and recommend procurement.
- To make executive plan based on suggestions offered by the library users.

- To device feasible steps to enhance the readership based on the review.
- Any other function as assigned by the chairperson of LC for overall development.

2.3 Library Advisory Committee and the Librarian

The Librarian is the member secretary in the committee. The library advisory committee is responsible for policymaking. While, the Librarian suggestion is to be considered and the Librarian is to implement this by working out details which, should be within the framework.

3. LIBRARY RESOURCES AND INFRASTRUCTURE

3.1 Learning Materials/Sections/ Facilities

S/L	Resource	Description
1	Print Books	• Book Bank Books • Lending Books • Reference Books • SC/ST Books
2	E-Resources (Subscription Under VTU Consortium)	• E-Journals • E-Books • Academic and Research Support Tools (Grammar/Plagiarism/Remote Access/Etc.)
3	Periodicals (Print)	• Magazines • Newsletters / Proceedings • Newspapers
4	Digital Library (30 Internet & LAN Connected Systems)	• Institutional Repository (Thesis /Research papers/ E-Books/ Policy Documents/ Question Papers/ Syllabus, Etc.) • Cyber Zone : Internet Access / Online Browsing • E-Resource Access (Subscribed content such as e-journals and e-books, etc.) • NDLI • Remote access Facility • Plagiarism Facility
5	Online Gateway Platform	• Navigational library webpage to access subscribed e-resources. • Created the gateway to access Open Educational Materials (OEM)
6	Auditorium	• Equipped with projector and Internet connectivity along with writing board. • 200 seating capacity. • Utilization ○ Library orientation program ○ Technical Talk

		○ Academic programs ○ Group Discussion ○ Preparation and presentation
7	LED Display	8/12 Feet LED Screen is installed on the building front • To display the achievements, accolades and mile stones of the institute and departments. • Announcements, Events, Programs, Activities, and Important information. • Streaming Educational and Informative Content:
8	Sections	Dimension of The Library: 1440 Sq. Mtr. G-Floor • Cyber Zone • Newspaper Lounge • Help Desk / No-due Certification • Laptop Station • Server Station • UPS/Store Room 1st-Floor • Circulation Counter • Print / Photocopy Counter • Web OPAC • Lending Section • Reference Section • Reading Zone • Periodical Corner • Technical Section • Chief Librarian • Store Room 2nd-Floor • ID card Section • Circulation Counter • General Book Bank • SC/ST Book Bank • Reading Zone • Sectional Library 3rd-Floor • Library Auditorium • General Reading Zone • Store Rooms

4. LIBRARY SERVICES

4.1 Lending:

Stack books will be issued to the students for a **period of 15 days**. Books so lent shall be

returned on due date. The same book can be reissued for another 15 days if it is **not in demand**.

4.2 Reference:

Reference books will be issued to the students for 7 days. Books so lent shall be returned on due date. The same book can be reissued for another 7 days if it is not in demand.

4.3 Referral Service

An organization which directs researchers to information and appropriate sources but does not supply documents.

A type of reference service in which an information seeker is directed to an agency or expert outside the library where from the information may be obtained

4.4 Reprographic Service

Library has two photocopiers and operates from 10.00am to 5.00pm Photocopying charges :
Students, Staff, Alumni: Rs.1.00 per exposure.

Photocopying of any document cover to cover is prohibited. Photocopies can be taken from Books, Journals, Project Reports, Thesis/Dissertations, etc

4.5 Book Bank:

The Books from the Book Bank are issued for the whole semester and every semester. Apart from the General Book Bank, 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.

- **General Book Bank:** Four books will be issued to all the students for a period of 150 days.
- **SC/ST Book Bank:** Two books will be issued to the students from Schedule Caste & Tribes for a period of 150 days.

4.6 Cyber Zone:

LIC-Digital Library provides the computer systems to access the subscribed E-Databases, E-Journals, E-Books, Technology platforms (Plagiarism Tool, Remote Access Tool, and Grammar Tool), Open Educational Materials, and internet browsing for students and staff community.

4.7 Online Gateway:

Library facilitated the online gateway to access the following e-resources;

- a) Subscribed e-resources

- b) Open Educational Materials
- c) Question Bank
- d) OPAC
- e) Remote Access
- f) Research Support Tool
- g) MITM-IR
- h) MITM-Lecture Videos

4.8 Periodical:

- *Journals: Library provides the E – journals related to various disciplines to staff and students for teaching and research oriented programs.*
- *Magazines/Newspapers: Library provides the subjective & general magazines and daily newspapers.*

4.9 OPAC (Online Public Access Catalogue):

OPAC (library catalogue) allows the users to search the library holding such as books and other materials. It will help principally to locate books and other material available in the library. The library catalogue is searched by author, title, and keyword.

4.10 ID card:

Library provides the instant ID card printing service to the college community. It serves as college Identity Card and Library Borrower Card.

5. USERS AND BORROWING PRIVILEGES /LOSS OF BOOK

5.1 Borrowing Privileges and Conditions

User Type	Item Type	No. of Book	No. of Days
PG-Student / UG-Student	Lending book	2	15
	Book Bank Book	4	150
	Reference Collection	1	7
	SC/ST Book	2	150
Faculty	Lending book / Book Bank Book	10	150
	Reference Collection	1	15
	SC/ST Book	1	15
Research Scholars / Technical-Staff / Admin-Staff	Lending book /Book Bank Book	5	150
	Reference Collection	1	7
	SC/ST Book	1	7
Non-Teaching	Lending book /Book Bank Book	1	150
	Reference Collection	1	7
Director	Lending book /Book Bank Book / Reference Collection / SC/ST Book	100	360

- Borrowers are to produce their ID card when borrowing resource materials.
- ID cards are not transferable. Use of ID card is restricted to user to whom the card is issued.
- Members must satisfy themselves about physical conditions of the library material being issued. They shall be held responsible for any damage/mutilation noticed at the time of return.

5.2 Loss of Books

When an item is lost or damaged, the borrower will be charged for the item as follows.

- The member has to procure a new edition copy of the same with processing fee of Rs.50/- per book and overdue fines if any **or**
- A sum of three times the estimated cost of an item will be charged for an item.

6. ISSUE OF NO DUE CERTIFICATE

Library No-Due certificate will be issued to the users after the return of borrowed library materials.

6.1 Students:

Course completed students have to produce their ID-card at the time of getting No-Due from the library. Those students who don't have the ID card required to submit the 'ID card application for No due Certificate' (Application Format -2) by paying the fee of Rs.500/-.

Students who are discontinuing/ leaving the college have to surrender their ID-Card to get the No-Due from the library and those who lost their ID card are required to produce the FIR copy of the police complaint about the loss of ID card.

6.2 Staff Members/Research scholars:

Staff members have to **surrender their ID-Card** to get the No-Due from the library or else they have to produce the FIR copy of the police complaint about the loss of ID card.

7. ACQUISITION OF LEARNING RESOURCES

Procurement of learning resource constitutes the primary responsibility of library. Library follows a systematic procedure in building up the collection - development such as book, journal or any learning resource by identifying, evaluating, selecting, processing and making it

available to the users.

7.1 Procurement Process of Books

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 rigorous 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.

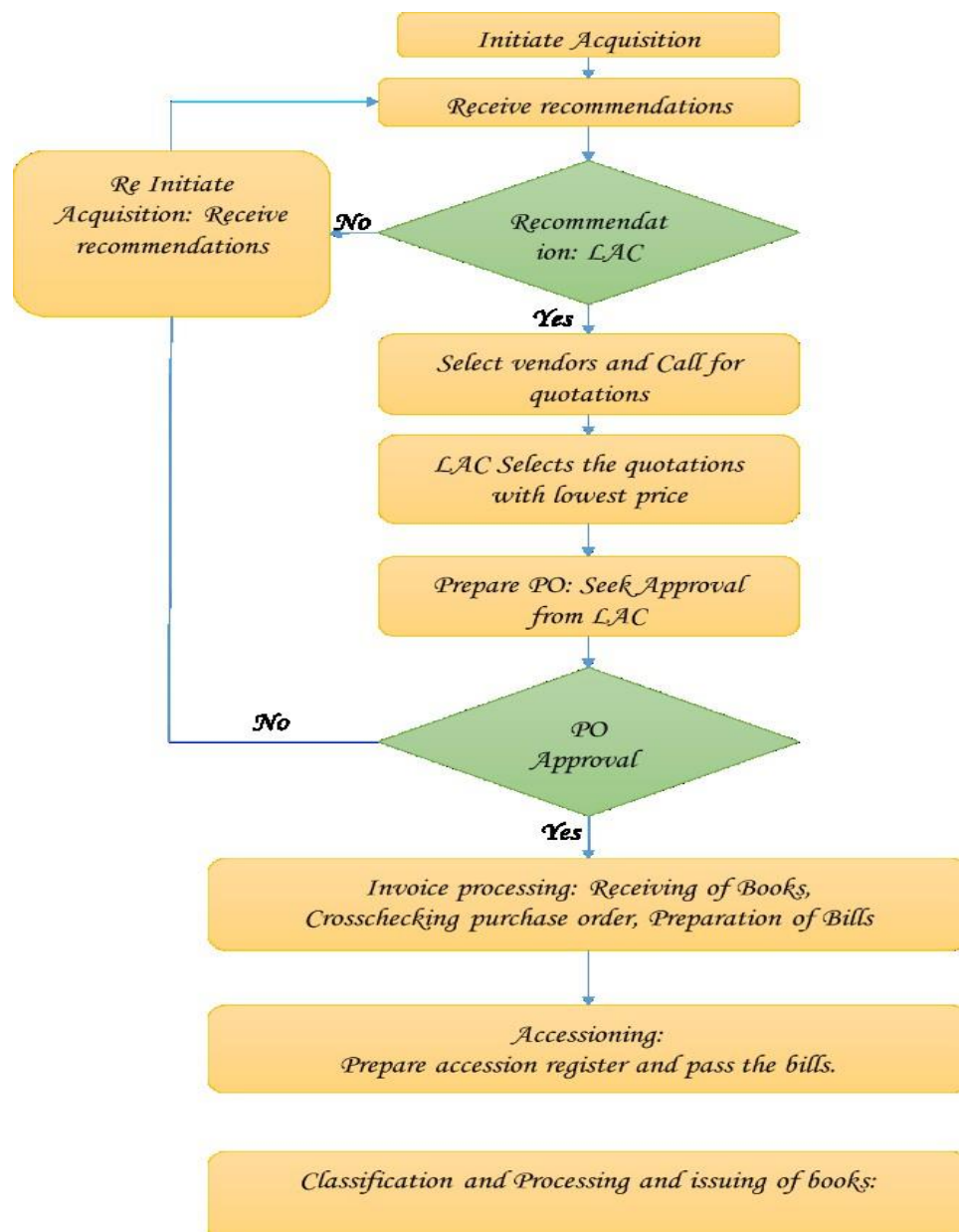


Figure 1: Procurement Process Flow

7.2 Procurement of Books: Process and Approvals

- a) **Recommendation:** Library Advisory Committee can recommend the books to be procured for their academic courses and research.
- b) **Indent Approval:** All department indents will be routed through Library Advisory Committee.
- c) **Ordering:** The ordering can be done by print, online, e-mail, etc., depending on the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Principal.
- d) **Supplier Panel:** Appoint a Panel of Vendors based on their performance like 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 performance. A panel should have at least 3 Vendors.
- e) **Discount:** While empanelling a supplier panel, library advisory committee will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next two years.
- g) **Supply Deadline:** Maximum time limit for supplying ordered titles will be 45 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities
- h) **Foreign Currency:** For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed
- i) **Price Proof:**

Accepted Price Proofs are: (Signed & Stamped by supplier)

- Distributor's invoice to supplier.
- Print out from the Photocopy/publishers catalogue.
- For some Indian publications, price mentioned on the title.

Alternatively, Library also cross verifies the prices from publisher's website. Such printouts

verified and signed by library staff will be accepted as price proof.

7.3 Terms and conditions for Vendors

- A. All books carry a discount as per the agreed terms
- B. This order should be acknowledged within 7 days from this date
- C. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- D. Always supply latest editions or paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.
- E. The maximum time limit for supplying such book is 45 days.
- F. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
- G. You should certify on the invoice that the prices quoted there in are the publisher's current prices, and enclose the stamped price proof along with the invoice.
- H. Payment will be made within 45 days from date of receipt of the invoice.

7.4 Book Procurement Process Work flow

- Receive recommendations through Indent Forms (Ref: Annexure -1) from the respective HODs of various departments.
- Find exact details of the recommended title.
- Indent approval from the Principal.
- Correspond with vendors for checking availability status and quotation.
- Submit the consolidated procurement document for approval /rejection / correction from the Principal.
- Prepare and Issue of Purchase Order.

7.5 Accessioning

- *Enter the details of books and the Invoice in Accession Register.*
- *Assign Accession Numbers to each documents.*
- *Maintain invoice file with mentioning the accession number and payment details at the back of respective invoice.*

7.6 Invoice Processing

- *Receive Books from Suppliers/Vendors.*
- *Authenticate the received materials as against the purchase order.*
- *Put up the payment advice for approval of the principal and upon approval forward the same to account section for financial processing.*
- *Payment to the vendors / suppliers and maintain acknowledgement copies in respective files.*

7.7 Classification

- *Classify Books / Thesis / Dissertations as per the Dewey Decimal Classification (DDC) Schedule*
- *Assign book number*
- *Write the Branch Code, Class No, Book number and additional number (edition) on the Title page and spine label.*
- *Classification procedure is in Appendix -1*

7.8 Cataloguing

- *Bibliographic details of each book is entered into database according to Anglo*

American Cataloguing Rules 2 (AACR2) Standards

- *Assigning Keywords: Minimum two keywords are assigned to each title.*

7.9 Processing Books

- *Stamping – Library Stamp to be put on the first page, back of Title page, on Secret page and on the Last page.*
- *Paste bar Codes on the Front Page and left top corner of the back cover page and laminate it with Cello tape*
- *Send the completely ready to use new books to new arrivals rack, Lending section and Reference Section*

7.10 Financial Planning/Budgeting:

- *Monthly Utilization Report: Grants/Account wise*
- *Inform Faculty about the arrival of books every month*
- *Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.*
- *Prepare proposals/ requests for mobilizing funds for the acquisition*

7.11 Non Supply of Books: Process to be followed

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

7.12 Maintenance of Files and Records:

Following records/files will be maintained properly

- *Accession Register*
- *Bill Register*
- *Purchase Orders*

- Invoices
- Approvals
- Reminders
- Budget/Finance

7.13 Material like Newsletters/Reports /Catalogues /Reviews /and the other Books in general context/ Etc.

*These items to be treated like books for processing, **Uncatalogued** materials, Etc.*

7.14 Subscription of Periodicals

- *Receive recommendations through Indent Forms (Ref: Annexure -2) from the respective HoDs of various departments.*
- *Find out the exact details of the recommended titles.*
- *Indent Approval from the principal*
- *Correspond with vendors/Publishers for checking availability status and quotations*
- *Quotation approval from the principal*
- *Subscription payments: The payment towards the subscriptions could be made directly to the publisher or through the subscription agent/vendor.*
- *Proof for remittance:*
 - Print out from the Publishers' /journal's official website can also be considered wherein the proper invoice/bill etc. not received by the publishers.*
 - A copy of letter sent to the publisher containing details of the journals for which remittance has been made*
 - Copy of demand draft or cheque issued to the publishers/Vendor.*
- *Missing issues Claim: Missing issues/delayed supply of the journal issues can be claimed on half yearly basis.*
- *VTU Consortium: Since the Institute has access to the 'VTU-Consortium' care should be taken to check the access to the available resources such as e-journals, e-books, e- databases and other e- resources.*
- *Maintain payment/Invoice file.*

8. ID CARD / LIBRARY CARDS

The Institution ID card is the member identification and key to accessing facilities and services at MITM. The Institution ID card is issued to students, staffs and research scholars of the institution.

The Institution ID card will serve as:

- ✓ Your Identity Card,
- ✓ Your Library card,
- ✓ Access card to campus facilities and services.

8.1 ID card Policy and Procedures

It is the policy of MITM to require photo identification (ID) cards for all the students, staffs and research scholars of the institution in order to facilitate identification and security.

1. The MITM ID Card is the property of Maharaja Institute of Technology Mysore. The Library & Information Centre is responsible for the production and distribution of the official ID card for the members of the institute. The MITM community adheres to this policy to govern the production and distribution of the MITM ID Card.
2. **Students:** Newly admitted Students must submit the prescribed application form along with the photograph to the Library & Information Centre. Initially **Temporary ID** card will be issued to the students until receipt of USN (University Seat Number) from the VTU. Once the USN numbers are notified, Bar-coded ID card will be issued to respective students and students have to surrender their temporary ID while receiving the original ID card.
3. **Staff Members:** Newly joined Staff members must submit the prescribed application form along with the photograph to the Library & Information Centre. After receiving the furnished application form Bar-coded ID card will be issued with their allotted employee number.
 - ✓ All the staff members are required to obtain and wear their ID card at all times while on campus. Failure to do so may result in disciplinary action.
 - ✓ In case of change of designation, promotion, etc the order copies of the same shall be presented as part of requisition to acquire the new IDs.
4. Students are required to carry their ID cards at all times while on campus.
5. ID cards are non-transferrable.

6. Unauthorized use, tampering, or alteration of MITM ID Card is prohibited.
7. Students must show their ID card on demand from MITM officials Failure or resistance on the part of the student to produce a valid student ID may result in disciplinary action.
8. **Loss of ID Card**
 - ✓ Students and staff members should contact the Library & Information Centre if their card is lost and after following a defined procedure duplicate ID card will be issued.
9. **ID card Fee**
 - ✓ Initial card is free for all the students and staff members, the fee for duplicate/ replacement/COC/COB etc. is as follows.

8.2 ID card Fee and Formats

<i>S/L</i>	<i>Particular</i>	<i>Fee</i>	<i>Application Forms</i>	<i>Annexure -3</i>
1	<i>Students – Initial Card</i>	<i>Nil</i>	<i>Format-1</i>	
2	<i>Students – Duplicate /No-Due/ Replacement Card</i>	<i>Duplicate & No-Due : Rs.500/- Duplicate Temp. / Replacement: Rs.200/-</i>	<i>Format-2</i>	
3	<i>Students – COB/COC-Initial card</i>	<i>COB : Rs.100 or 500/-</i>	<i>Format-3</i>	
		<i>COC : Nil</i>		
4	<i>Students ID slip Application for examination</i>	<i>Temporary ID slip : Rs.300/-</i>	<i>Format-4</i>	
5	<i>Staff – Initial card / Official Correction</i>	<i>Nil</i>	<i>Format-5</i>	
6	<i>Staff Application for ID Card - Duplicate / Replacement</i>	<i>Duplicate : Rs.500/- Replacement: Rs.100/-</i>	<i>Format-6</i>	

ID card printing procedure and database maintenance (Ref: Appendix -2)

9. STOCK VERIFICATION & WRITE-OFF

9.1 Stock Verification

Systematic check of library holdings for finding out missing items therefore is regarded as physical stock verification. Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that needs repair, or to weed out from the library collection with best interest of effectiveness of the library.

9.2 Purpose and advantages of Stock verification.

- To evaluate total number of books present in the library
- To identify loss of books and possible rate of loss
- To Restore misplaced items in the stock
- To Determine mutilated and worm-out items in the stock
- To Evaluate the adequacy of current arrangements for stock protection
- To Extend new opportunities for cleaning and sprucing up stack area
- To maintain the library catalogue up to date
- To revise the preventive measures
- To identify and avoid mistakes in the stock records
- To identify the used, less used and unused books
- To deliver the opportunities to weed-out documents

9.3 Norms of Stock Verification

Stock verification schedule should be established and implemented as per the norms mentioned in the General Financial Rules (GFR). Libraries of Govt. of India and its other organizations have to do mandatory physical verification of all their holdings as per the following guidelines of **Rule 215** (page 59) of the **General Financial Rules 2017**. (Refer Appendix no 3)

I. Stock verification Periodicity

Size of library		Periodicity
Up to 15,000 volumes including journal back volumes		100% physical verification at every year
Above 15,000 and up to 30,000 Volumes including the journal back volumes.		100% physical verification at 3 year intervals
Above 30,000 and up to 50,000 Volumes including the journal back volumes.		100% physical verification at 5 year intervals
Above	50,000 volumes	Sample (20% of the total stock) physical verification at intervals of not more than 3 years. If such sample verification reveals losses up

to 10% of the sample chosen, complete verification is required to 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 taken.*

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the Principal / LC (Library Advisory Committee) and the library staff will assist the verification team.

9.4 Loss of Publications

- *Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.*
- *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 will write off all such losses. 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 the 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.*
- *Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/ damages are considered as loss for write-off.*
- *Librarian may write-off the loss of books, volumes, etc. mentioned in the*

preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed by the Delegation of Financial Powers Rules, 1978 for Head of a Department in respect of deficiencies and depreciations in the value of stores included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written-off by the competent authority as specified in the Delegation of Financial Power Rules, 1978.*

- There may be no objection to the Librarian in disposing of mutilated/damaged/ obsolete volumes in the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

(* Extract from Ministry of Finance O.M. No. 23(7)-E.II(A)/83 dated 7.2.1984 and CAG's U.O. No. 1964-TA.II/21-83 dated 23.12.83) (Refer Appendix 3)

9.4.1 Procedure for write-off

- 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 and publicize
- Compile a final list of documents not found
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Principal along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
 - Get approval from the Principal.
 - Issue Official Memo (OM)
- Make necessary entries in the accession register, write-off register, assets register, etc
 - Remove records from databases and close the file.
 - Improve the system with additional precautionary measures

9.5 Weed-Out of Learning Materials

Weeding (De-selection) is the process of frequently removing outdated or irrelevant library resources. Weed-out of reading materials is an essential element of any collection development policy in order to maintain a collection that meets the needs of students, faculties, researchers and the curriculum.

Why Weed?

- **To Enhance Library Status** for reliability and currency and build users trust. Patrons expect that library materials are selected by experts and that the information is up-to-date and reliable.
- **To save space.** Shelf space costs money in a variety of ways.
- **To make the collection more appealing** by replacing ragged, smudged books and unattractive rebinds with attractive new books.
- **To keep up with collection needs** because the CREW (Continuous Review, Evaluation, and Weeding) method provides a continuous check on the need for mending or binding, alerts the library staff to lost or stolen books in need of replacement, and guarantees a more accurate volume count.

Every 06 years up-to 10% of the total stock may be weed-out based on the following criteria

I. Thoughtful Weeds (Obsolete Materials):

- a. Material that has not circulated in last 06 years.
- b. Materials/Books with Poor Content-: Outdated, irrelevant, Repetitious series and Superseded or improved editions.
- c. Unused Or Unneeded : Duplicate copies, Materials that no longer fit the curriculum, Unneeded titles or set of books,

II. Obvious Weeds (Unserviceable/Damaged/Mutilated Materials):

- a. Materials/Books with Poor Physical Appearance and Damaged: Worn, ragged and damaged, Dingy, Mutilated or “edited” by students, Loose or missing pages or sections.

9.5.1 Procedure for write-off

- List the documents found **Obsolete, Unserviceable/Damaged/Mutilated Materials** during stock verification

- Prepare the final list of the documents
- Put up the final list of entries to the LAC along with justification
- Get approval from the Principal
- Issue Official Memo (OM)
- Make necessary entries in the accession register, write-off register, assets register, etc
- Remove records from databases and close the file.

9.6 Preventive measures

The theft or abuse of Library resources will be examined to ascertain its genuineness and the matter will be reported to the Library Advisory Committee / Principal for further action.

Some preventive measures which will lower the theft or abuse of library resources are listed below

- *The exit/entry to the library to be monitored*
- *Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.*

10. RULES & REGULATIONS

10.1 Code of Conduct

The MITM Library endeavors to provide a friendly space and environment for information and knowledge exchange. The Library Code of Conduct is established to ensure that this environment is maintained.

1) Users: *Code of Conduct applies to all areas of the MITM Library, including Stack Area, Reference & Periodical Section, Study Spaces, Book Bank Section, General Reading Room and Cyber Zone. Library users must nurture the following guidelines below.*

- *Personal belongings including bag and personal text books will not be allowed inside the stack area i.e. **first floor** and **second floor** except loose*

sheets and notebook.

- Reading materials including notes, personal textbooks will be allowed inside the **General Reading Hall** only.
- Bags, cases, folders etc. must be left in the property counter.
- Users are advised not to leave their valuable items such as wallet, laptops debit/credit card etc., at the property counter. Library is not responsible for any loss of individual's aforesaid properties.
- Users are required to scan their USN Barcoded ID Card as sig-in at the entrance with the provided scanner.
- Wearing of coats, jackets, sweaters, caps, hats are not allowed inside the library. The Library staff reserve the right to inspect any person who appears suspicious.
- Students' Institute Identity Card is necessary for access to the library and information centre.
- The users shall maintain silence within the library premises. Conversations, gossip are strictly forbidden. No reader is allowed to sleep in the premises.
- Use of mobile phones is strictly prohibited.
- Library authority upholds the right to recall any issued book even before the due date.
- Anyone caught marking, defacing or mutilating books or any other library material is accountable to replace the same.
- The membership of the library is not transferable.
- Users are not allowed to reshelv books or journals after removing them from the shelf. Leave them on the table or on the nearby trolley.
- Eatables are not allowed inside the Library.
- If the mentioned codes of conduct/rules are not honored the user, then The Library has the right to expel a user from the premise.

Abiding by the standards of the library code of conduct will help us maintain our mission to provide the best in information services.

2) Library Staff:

The ethical conduct of staff has to be in order and within the scope of the manner of

professionalism. The key notes to be adhered by the staff are as follows.

- The staff members must discharge their allotted duties as per the schedule declared by the authority.*
- The staffs are to avail rescheduling of the allotted duties only upon approval from the authority in the hierarchy.*
- The staff shall arrive /report to the job as per the institute set down timing, unless permitted from the authority.*
- Only prior intimated leaves shall be approved. Telephonic application for leaves shall not be approved unless in genuine and exceptional cases.*
- Absenteeism in the form of Casual leave must not affect the routine / assigned duties and hence the staff on leave must suitably alter their assigned tasks to qualified personnel.*
- The assigned tasks/ allotted routine work shall be effectively completed by the agreed time and the status of the same shall be reported to the librarian.*
- Any difficulty/discrepancy in executing the assigned duties must be brought to the notice of the authority as when such instance occurs.*
- Staffs are expected to maintain suitable attire, and it is mandatory for staff to always be in possession of ID card when they are on campus.*
- The staffs are expected to maintain professional behavior and not exhibit abusive behavior, passing comments or argue with superiors, so on and so forth.*
- Extensive usage of cell phones in the library and its negative effect on the effectiveness of duties shall be kept to a minimum.*
- Cell phones belonging to all staffs shall compulsorily be kept in silent mode within the library premises.*
- The staff members should not involve in loud conversation with anyone in the library and educate the users to keep the silence.*
- Use appropriate language and behave with students, parents and colleagues in a professional manner.*
- To be available for the users in break hours to assist them.*
- To provide users a detailed information about the library resource and services towards the utilization.*

- To treat students/staff members with respect.
- To handle gently, any misbehavior of students and remove the reason.
- The staff members are required to follow the rules & regulations brought in force from time to time.

The staff members shall adhere to the department and institution policies. Disobedience to the rules, regulations & responsibilities will be treated as failure of duties and disciplinary action will be taken against such staff members.

11. HUMAN RESOURCES

• Staff Members

S. No	Name	Designation	Qualification
1	Dr. Chandrashekara J.	Chief Librarian	MLISc, M.Phil. Ph.D.
2	Mr. Bhadrashetti N.	Asst. Librarian	MLISc, UGC-NET, K-SET, PGDLAN.
3	Mr.Rakshith M.R.	Asst. Librarian	MSc, MLISc
4	Mr.Chandan B.	Asst. Librarian	MLISc
5	Mrs. Nischitha M.N.	DEO	BBA
6	Mr. Chaluvraju M.	Library Asst.	SSLC
7	Mr.Manju K.M.	Library Asst.	MLISc
8	Mr. Nagendra	Library Asst.	SSLC
9	Mrs.Rekha M.R.	Library Asst.	PUC
10	Mr. Shekar	Library Asst./Driver	PUC

APPENDI/ -1: LIBRARY CLASSIFICATION PROCEDURES

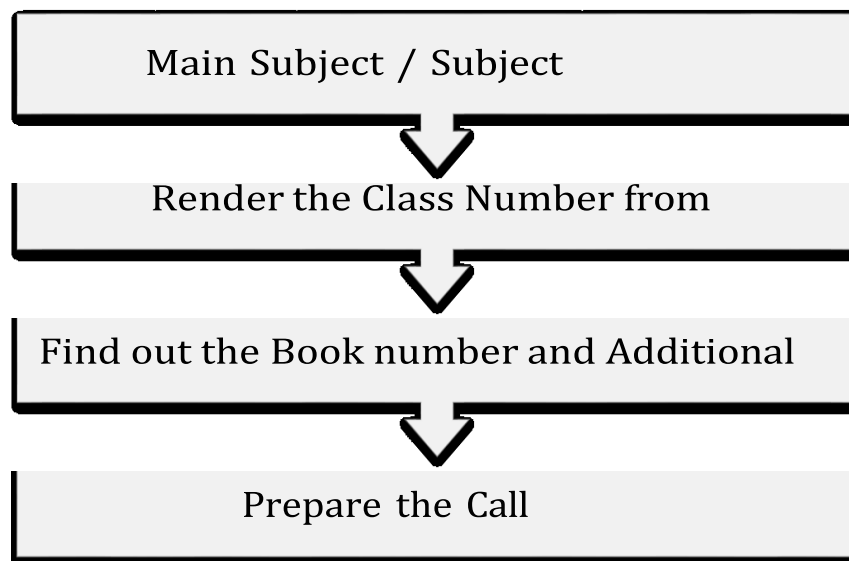
APPENDI/ -2: ID CARD PRINTING PROCEDURE AND DATABASE MAINTENANCE

APPENDI/ -3: GENERAL FINANCIAL RULES 2017 / MINISTRY OF FINANCE/ DEPARTMENT Of E/PENDITURE

Appendix -1

LIBRARY CLASSIFICATION PROCEDURES

I. Procedures



II. Books Categorization

S. No	Category	Category Label/Code	Classification
1	Book Bank Book	BB	Category code + Subject code
2	Lending Book	White Spine Label	Subject code + Call Number
3	Reference Book	Red Spine Label	Subject code + Call Number
4	SC/ST Book	Yellow Spine Label	Subject code + Call Number

- a) **Book Bank Book** – Book without spine label treated as Book Bank Book. Category code i.e. BB (Book Bank) and Branch code (see branch categorization) will be written on the first page of the book. e.g. **BB-EC**
- b) **Lending Book** – White spine label indicates that lending book. Branch code + Call Number will be written on the spine label & first page of the book. e.g. **EC 621.625 ASH**
- c) **Reference Book** – Red spine label indicates that reference book. Branch code + Call Number will be written on the spine label & first page of the book. e.g. **EC 621.625 ASH**
- d) **SC/ST Book** - Yellow spine label indicates that reference book. Branch code + Call Number will be written on the spine label & first page of the book.

e.g. EC 621.625 AS

III. Department and subject Categorization

Department (Collections-subjects) and their code along with Koha collection tree

S/L	Department	Collections (Subject)	Spine Code	Location
1	General	General	GEN	General
		Competitive Exam	COM	GEN/Competitive
		Literature*	LIT	GEN/Literature
		Reference Material	RM	GEN/Reference Material
2	Humanities	Language*	HUM/LAN	HUM/Language
		Political Science	HUM/PS	HUM/Political Science
3	Basic Sciences	Science	BS	Basic Science
		Mathematics	BS/MAT	BS/Mathematics
		Physics	BS/PHY	BS/Physics
		Chemistry	BS/CHE	BS/Chemistry
		Environmental Science	BS/ES	BS/Environmental Science
4	Civil	Civil Engineering	CIV	Civil
5	CSE	Computer Science and Engineering	CS/IS/MCA	Computer Science & Applications
6	CSE-AI	CSE-Artificial Intelligence	CS/IS/MCA	Computer Science & Applications
7	CSE-DS	CSE-Data Science	CS/IS/MCA	Computer Science & Applications
8	CSBS	Computer Science & Business System	CS/IS/MCA	Computer Science & Applications
9	EE	Electrical Engineering	ELE	Electrical
10	ISE	Information Science and Engineering	CS/IS/MCA	Computer Science & Applications
11	MECH	Mechanical Engineering	MECH	Mechanical
12	MTECH-ECE	MTECH-ECE	MT-EC	Electronics & Communication
13	MTECH-MECH	MTECH-MECH	MT-MECH	Mechanical
14	MTECH-CSE	MTECH-CSE	MT-CSE	Computer Science &

				Applications
15	Management	MBA	MGT	Management
16	MCA	MCA	CS/IS/MCA	Computer Science & Applications

**books grouped based on the language of the documents.*

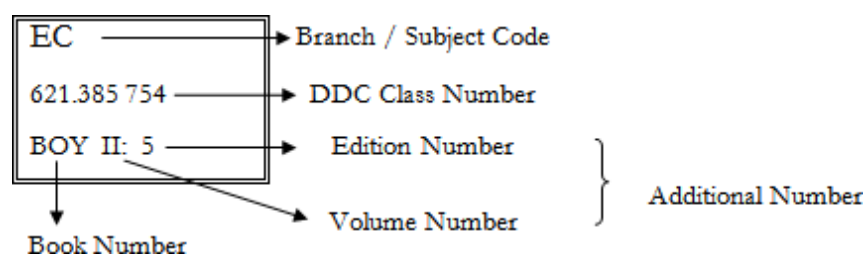
IV. Call Number Format

Call number consists of the following elements;

Branch & Subject code + Class number + Book Number + Additional Number = Call Number

- a) *Branch & Subject Code: render the code as per the Branch/subject categorization (see No.3)*
- b) *Class number : DDC class number*
- c) *Book Number: First three letters of the surname of the 1st author, if it is more than 3 author or editor's book then 1st three letters of the title*
- d) *Additional number : Volume number & Edition number treated as the additional number*

• Sample of Spine Label Format



Appendix -2

ID CARD PRINTING PROCEDURE AND DATABASE MAINTENANCE

I. ID Card Production and Distribution with

Database Entry Students:

- ✓ *Collect the furnished application form along with the 2 photographs (1 passport size & 1 Stamp size).*
- ✓ *Assign the temporary ID number as per the following format Temporary ID Format*

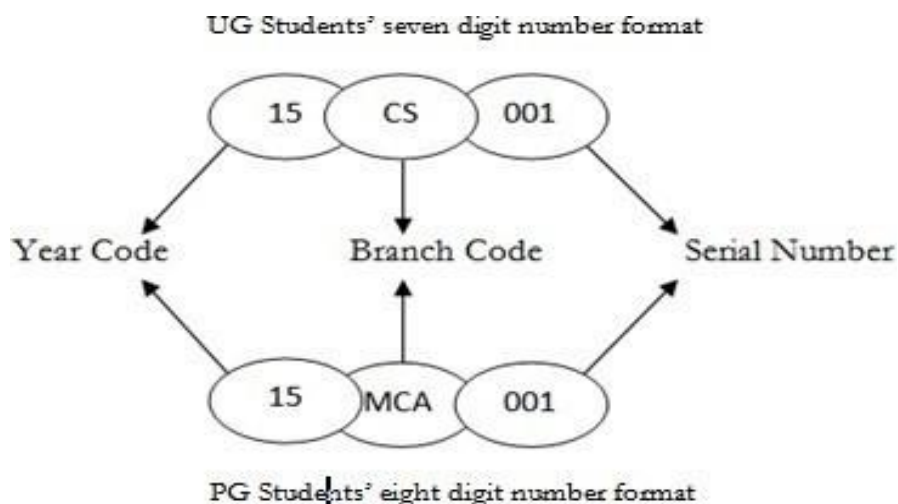


Table 1: Temporary ID Number Series

S. No	Branch	ID number series	Format (Example)	Branch code
1	B.E. – 1st year	001 to 199	15CS001 to 15CS199	1) CS - CSE
2	B.E. – Lateral Entry	200 to 299	15CS200 to 15CS299	2) IS - ISE
				3) EC – E&CE
				4) ME – MECH
3	B.E. – COB/COC	300 to 399	15CS300 to 15CS399	5) CV-Civil
				6) CF – AI
				7) CA – AI & ML
				8) IC – IOT & CC
				9) CB – BS
				10) DS- DS
				11) CO - CE
4	M.Tech-1 st Year	001 to 020	15SCS001 to 15SCS020	1) SCS - CSE
				2) LSP – E&CE
				3) MTP - MECH
5	MCA- 1 st Year	001 to 180	15MCA001 to 15MCA080	
6	MBA – 1 st year	001 to 180	15MBA001 to 15MBA180	

Table 2 - Temporary ID card file

S. No	ID Number	Name	Father Name	Signature
1	15CS001			
2	15CS002			
3	And so on			

STUDENT

- After entering the students name in the Temporary ID card file (Table 2),
enter the same number in their application form

- *Furnish the data in Temporary ID template of allotted ID number of a particular student.*
 - *Staple the stamp size photo with lamination and distribute the ID cards by getting their signature in Temporary ID card file (Table 2)*
- *Enter the data into the Koha database in Patron module with respective temporary ID number*
- *Make the scan copy of the passport size photographs and save the individual photos by giving their ID number as file name.*
- *After the allotment of USN, download member details which has temporary ID number in MS-Excel file format and map the **temporary ID** number and **USN** of respective students*
- *Modify the Temporary ID number to respective USN in Koha Database using Patron module.*
- *Rectify the downloaded MS-Excel file of member details as per the requirement of E- media card designer software.*
- *Connect the MS-Excel database of member details and photo database to E-media card designer software and print original ID cards through the designed E-media card template in Evolis Primacy printer.*
- *Issue the original ID card to the students by holding their temporary IDs with making proper entry in the ID card file.*

STAFF

- ✓ *Collect the furnished application form along with the photograph.*
- ✓ *Generate the staff ID number as per the concern department staff list*
- ✓ *Make the scan copy the photographs and enter the data into the Easylib database*
- ✓ *Prepare the Staff member details in MS-Excel file format and connect it to the e-media card designer software. Print the original card through the e-media template in Evolis Primacy printer*
- ✓ *Issue the ID card to the staff with making proper entry in the ID card file.*

II. Course Completed & College Left Members

- a) *After end of the academic year, delete the course completed batch*

student's records those who have no dues in Koha database.

- b) *After end of the financial year (in month of April), delete the discontinued students records in Koha database as per the Students No-Due register.*
- c) *After end of the financial year (in month of April), delete the discontinued staff members records in Koha database as per the Staff No-due register.*

Appendix 3 (Part-1)

GENERAL FINANCIAL RULES 2017 / MINISTRY OF FINANCE/ DEPARTMENT Of E/PENDITURE

Rule 215 Physical verification of Librarybooks.

- 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 taken*

Rule 217 Disposals of Goods.

- I. *An item may be declared surplus or obsolete or unserviceable if the same is of no use to the Ministry or Department. The reasons for declaring the item surplus or obsolete or unserviceable should be recorded by the authority competent to purchase the item.*
- II. *The competent authority may, at his discretion, constitute a committee at appropriate level to declare item(s) as surplus or obsolete or unserviceable.*
- III. *The book value, guiding price and reserved price, which will be required while disposing of the surplus goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilized. A report of stores for disposal shall be prepared in Form GFR- 10.*

- IV. *In case an item becomes unserviceable due to negligence, fraud or mischief on the part of government servant, responsibility for the same should be fixed.*
- V. **Sale of Hazardous waste/Scrap Batteries/Electronic waste:** *Scrap lots comprising of hazardous waste, batteries etc. shall be sold keeping in view the extant guidelines of Ministry of Environment & Forest. Prospective bidders of such lots of hazardous waste/scrapbatteries/ e-waste should be in possession of registration, valid on the date of e-Auction and on the date of delivery, as recycler/ pre- processor agency.*

Rule 218 Modes of Disposal.

- I. *Surplus or obsolete or unserviceable goods of assessed residual value above Rupees Two Lakh should be disposed of by :*
 - (a) *obtaining bids through advertised tender or*
 - (b) *Public auction.*

For surplus or obsolete or unserviceable goods with residual value less than rupees two lakh, the mode of disposal will be determined by the competent authority, keeping in view the necessity to avoid accumulation of such goods and consequential blockage of space and, also, deterioration in value of goods to be disposed of Ministries / Departments should, as far as possible prepare a list of such goods.

- I. *Certain surplus or obsolete or unserviceable goods such as expired medicines, food grain, ammunition etc., which are hazardous or unfit for human consumption, should be disposed of or destroyed immediately by adopting suitable mode so as to avoid any health hazard and/or environmental pollution and also the possibility of misuse of such goods.*
- II. *Surplus or obsolete or unserviceable goods, equipment and documents, which involve security concerns (e.g. currency, negotiable instruments, receipt books, stamps, security press etc.) should be disposed of/ destroyed in an appropriate manner to ensure compliance with rules relating to official secrets as well as financial prudence.*

Rule 221 Disposal at scrap value or by other modes. *If a Ministry or Department is unable to sell any surplus or obsolete or unserviceable item in spite of its attempts through advertised tender or auction, it may dispose of the same at its scrap value with the approval of the competent authority in consultation with Finance division. In case the Ministry or Department is unable to sell the item even at its scrap value, it may adopt any other mode of disposal including destruction of the item inane co-friendly manner.*

Rule 222 *A sale accounts should be prepared for goods disposed of in Form GFR 11 duly signed by the officer who supervised the sale or auction.*

Rule 223 (1) Powers to write off. All profits and losses due to revaluation, stock-taking or other causes shall be duly recorded and adjusted where necessary. Formal sanction of the competent authority shall be obtained in respect of losses, even though no formal correction or adjustment in government accounts is involved. Powers to write off of losses are available under the Delegation of Financial Powers Rules.

Rule 223 (2) Losses due to depreciation: Losses due to depreciation shall be analyzed, and recorded under following heads, as applicable:-

- I. Normal fluctuation of market prices;
- II. Normal wear and tear;
- III. Lack of foresight in regulating purchases; and
- IV. Negligence after purchase.

Rule 223 (3) Losses not due to depreciation: Losses not due to depreciation shall be grouped under the following heads:-

- I. Losses due to theft or fraud;
- II. Losses due to neglect;
- III. Anticipated losses on account of obsolescence of stores or of purchases in excess of requirements;
- IV. Losses due to damage, and
- V. Losses due to extra ordinary situations under 'Force Majeure' conditions like fire, flood, enemy action, etc.

Appendix 3 (Part -2)

MINISTRY OF FINANCE: (Dept. of Exp.) O.M. NO. F.23 (7)-E.II (A)/83 DATED 7-2-1984 and Dept. of Supply U.O. NO. I.D. NO. PIII-3(5).82 Dated 23.2.83 and C.A.G'S U.O. NO. 1964-TA.II/21-83 Dated 23.12.83

No. F.23(7)-E.II(A)/83

Government of India Ministry of Finance (Department of Expenditure)

New Delhi, Dated the 7-2-1984 18 Magha 1865 (Saka)

OFFICE MEMORANDUM

Subject: Amendment to Rules 99 and 116 of the General Financial Rules, 1963 (Third Edition)

—Exclusion of books, publications and periodicals etc. from the definition of 'Stores'.

Attention of all the Ministries/Departments of the Government of India is invited to Rules 99 and 116 contained in Chapter 8 dealing with the 'Stores' in the General Financial Rules, 1963. The President has been pleased to decide that hereafter the books, publications, periodicals etc. of a library will not be treated as an item of 'Stores' as defined in the 'Note' below Rule 99 of the General Financial Rules, 1963. Accordingly the provisions of the said 'Note' and the Government of India's decision (1) below Rule 116 of the General Financial Rules, 1963 (Third Edition) have been amended as per amendment enclosed. This issues with the approval of the Comptroller and Auditor General of India and the Department of Supply.

2. Hindi version of this O.M. is enclosed.

Sd/- (K.L. MEHTA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tele: 373159

To,

All the Ministries/Departments of the Govt. of India etc.

No.F.23(7)-E.II(A)/83

Copy forwarded to the Controller and Auditor General of India (with spare copies) and the Union Public Service Commission and as per the standard endorsement.

Sd/- (K.L. MEHTA)

UNDER SECRETARY TO THE GOVT. OF INDIA

Tele: 373159

AMENDMENT TO GENERAL FINANCIAL RULES,

1963 (3rd Ed.) PAGE 38, CHAPTER 8, RULE 99

The following words shall be added to the last sentence in the 'Note' below Rule 99:- "but excluding books, publications, periodicals etc. in a library."

(Ministry of Finance (Dept.of Exp.) O.M.No. F.23(7)-E.II(A)/83 dated 7-2-1984 and Dept. of Supply U.O. No. I.D.No. PIII-3(5).82 dated 23.2.83 and C.A.G's U.O. No. 1964-TA.II/21-83 dated 23.12.83.

PAGE 40-41, CHAPTER 8, RULE 116

For the existing Government of India's decision (1) below rule 116, the following

shall be substituted:

“Government of India’ decision (1):- The position of library books, etc. is different from that of other stores. Accordingly, the following procedures shall be observed for purchase, write off, disposal of mutilated/damaged books and physical verification of books in the libraries attached to the various Departments/Offices:-

- (i) 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. Tenders need not be called for this purpose.
- (ii) Loss of three volumes per one thousand volumes issued consulted in a year may be taken as reasonable provided such loss cannot be attributed to dishonesty or negligence on the part of Librarian. Loss of a book of the value exceeding Rs.200 (Rs. two hundred) and the books of special nature and rarity shall invariably be investigated and consequential action taken. All such losses will however be written off only by a competent authority.
- (iii) Librarian who is of the rank not below Deputy Secretary to the Government of India or Head of the Department may write off the loss of volumes mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed in the Delegation in respect of deficiencies and depreciations in the value of stores (other than a motor vehicle or a motor cycle) included in the stock and other accounts. In the event of the total value exceeding the monetary limit specified above. The loss of books shall be written off by the competent authority as per Delegation of Financial Powers Rules 1978.
- (iv) There may be no objection to the Librarian 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 a three member Committee to be appointed by the Administrative Ministry/ Department which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.
- (v) Complete annual physical verification of books should be done every year in the case of Libraries having not more than 20,000 volumes and not fewer

than two library qualified staff. In case there is only one qualified staff the verification may be done as per sub-Para (vi).

- (vi) Complete physical verification at intervals of not more than three years should be done in the case of libraries having more than 20,000 but not more than 50,000 volumes.
- (vii) Sample physical verification at intervals of not more than five years may be done in the case of libraries having more than 50,000 volumes. If such a sample verification reveals unusual or unreasonable shortages, complete verification shall be done.
- (viii) The verification should always be subject to surprise test check by some independent officers. The decision regarding the selection of the staff to whom this work may be entrusted, should be taken by the Administrative Ministries/Departments and Heads of Departments”.

(Ministry of Finance O.M. No. 23(7)-E.II/83 dated 7-2-1984 and CAG's U.O. No. 1964- TA.II/21-83 dated

23.12.83. Deptt. of Supplies U.O. No. I.D. No. PIII-3(5)/82 dated 17.1.83)

Reference: **The Federation of Publishers' & Booksellers' Associations in India**, News Letter, Volume: 18 No. 18, April 2012 – June 2012.

ANNE/URES

Annexure-1

- Book Indent Form

Annexure -2

- Periodical Indent Form

Annexure -3

- ID Card application form

- *Format - 1 : Students Application for New ID Card*
- *Format - 2 : Students Application for (Duplicate / No-Due/ Replacement) ID Card*
- *Format - 3 : Students Application For Change of Branch () Change of College () ID Card*
- *Format - 4 : Students “ID slip” application for examination*
- *Format -5: Staff Application for New ID Card/Correction*
- *Format - 6 : Staff Application for ID Card - Duplicate/No-due / Replacement*

Annexure 1

 LIBRARY & INFORMATION CENTRE MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE							
<u>BOOK INDENT FORM</u>							
Department :							
To be filled by the Department						Library Use	
S. No	Title	Author	Publisher / Edition / Year	Sub- Code	Copies Required	Copies in Stack	Copies to procure
HOD LIBRARIAN PRINCIPAL							

Annexure-2

 LIBRARY & INFORMATION CENTRE MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE					
<u>PERIODICAL INDENT FORM</u>					
Department :					
To be filled by the Department			Library Use		
S. No	Journal / Magazine Title	Publisher	Frequency	Price	Remarks
HOD LIBRARIAN PRINCIPAL					

Annexure-3



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

Students Application for New ID Card

Format-01

Name (In Block Letters)			Affix a recent passport size photo
USN		Gender [M / F]	
Course	B.E / B.E -Lateral / M.Tech./ MBA / MCA		
Branch		Semester :	
Father Name			
Date of Birth	___/___/___ (DD/MM/YYYY)		Blood group :
WhatsApp Mob.No.			
E-Mail ID			
Address (in block letters)			
Signature of	Student		Principal

Note: Attach a recent stamp size photographs & 10th class marks card.



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

Students Application for New ID Card

Format-01

Name (In Block Letters)			Affix a recent passport size photo
USN		Gender [M / F]	
Course	B.E / B.E -Lateral / M.Tech./ MBA / MCA / MCA-Lateral		
Branch		Semester :	
Father Name			
Date of Birth	___/___/___ (DD/MM/YYYY)		Blood group :
WhatsApp Mob.No.			
E-Mail ID			
Address (in block letters)			
Signature of	Student		Principal

Note: Attach a recent stamp size photographs & 10th class marks card



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

Students Application for (Duplicate / No-Due/ Replacement) ID Card

Format - 02

Name (In Block Letters)					Affix a recent passport size photo						
USN											
Course	B.E / M.Tech./ MCA/ MBA										
Branch									Semester:		
Father's Name											
Date of Birth	DD/MM/YEAR: __/__/____						Blood group :				
WhatsApp Mob.No.											
E-Mail ID											
Address (In Block Letters)											
Applied For	Duplicate ()	Replacement ()	No Due ()	Validity Extension ()							
				Expired Date :							
				Extended Validity :							
Fee for Duplicate ID	Receipt No.						Date :	Rs.500/-			
Fee for No-Due	Receipt No.						Date :	Rs.500/-			
Fee for Duplicate ID (Temporary)	Receipt No.						Date :	Rs.200/-			
Fee for Validity Ext. & Replacement	Receipt No.						Date :	Rs.200/-			

DECLARATION

I shall be responsible for any false information provided and misuse of the lost ID card come to the notice, the Institution has right to initiate any action in force. If the original card found it will be returned to the institutes further Institution legally will not be responsible for any kind of illegal use and involvements of the ID card.

Signature of the Student

Date Applied:

HOD		PRINCIPAL	
Librarian			
Date of Issue		Recipient Signature	

MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE



LIBRARY & INFORMATION CENTRE

Students Application For Change of Branch () Change of College () ID Card

Format - 03

Name (In Block Letters)			Affix a recent passport size photo
Change of Branch or College Details	Old Branch / Old College		
	Old USN		
	New Branch (If applicable)		
	New USN		
Father's Name			
Date of Birth	DD / MM / YEAR: / /	Blood group :	
WhatsApp Mob.No.			
E-Mail ID			
Address (in block letters)			
COB-With old ID Card	Receipt No.	Date :	Rs.100/-
COB-Without old ID card	Receipt No.	Date :	Rs.500/-
COC-Temporary ID Details	ID No:	Recipient Signature :	

DECLARATION

I shall be responsible for any false information provided and misuse of the ID card come to the notice, the institution has right to initiate any action in force further institution legally will not be responsible for any kind of illegal use and involvements of the ID card.

Signature of the Student

Date Applied:

HOD		PRINCIPAL	
Librarian			
Date of Issue		Recipient Signature	



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

STUDENTS "ID SLIP" APPLICATION FOR E/AMINATION

Format - 04

Name (In Block Letters)										
USN										
Course	B.E / M.Tech./ MCA / MBA									
Branch								Semester:		
Date/ Term of Examination										
Reason for not having the ID Card										
Declaration	I shall be responsible for any false information provided come to the notice, the Institution has right to initiate any action in force. Institution legally will not be responsible for any kind of illegal use and involvements of the ID Slip.									
Fee Particulars	Receipt No.				Date :			Rs.300/-		

Date Applied:				
Signature of	Student		PRINCIPAL	

.....**For Library Use**.....
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MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

Students Temporary "ID Slip" for Examination

Name (In Block Letters)										
USN										
Branch										
Semester:										
Validity										
Date of Issue										

Student
Librarian



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

Staff Application for New ID Card/Correction

Format-05

Name (In Block Letters)				Affix a recent passport size photo
Staff ID (For Official Use)		Gender [M/F]		
Department				
Designation				
Blood Group				
Date of Birth	____/____/____ (DD/MM/YYYY)			
Official Mob. No.				
Official E-Mail ID				
Address (In block letters)				
Signature of	Staff		Principal	
	Librarian			



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE
LIBRARY & INFORMATION CENTRE

Staff Application for New ID Card/Correction

Format-05

Name (In Block Letters)				Affix a recent passport size photo
Staff ID (For Official Use)		Gender [M/F]		
Department				
Designation				
Blood Group				
Date of Birth	____/____/____ (DD/MM/YYYY)			
Official Mob. No.				
Official E-Mail ID				
Address (In block letters)				
Signature of	Staff		Principal	
	Librarian			



MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE

LIBRARY & INFORMATION CENTRE

Staff Application for ID Card - Duplicate/No-due / Replacement

Format - 06

Name (In Block Letters)			Affix a recent passport size photo
Staff ID			
Department			
Designation			
Date of Birth	DD / MM / YEAR: ____ / ____ / ____	Blood group :	
Official Mob. No			
Official E-Mail ID			
Address (in block letters)			
Applied for	Duplicate ()	Replacement ()	
Duplicate ID	Receipt No.	Date :	Rs.500/-
Application Fee for No-Due	Receipt No.	Date :	Rs.500/-
Replacement of ID	Receipt No.	Date :	Rs.100/-

DECLARATION

I shall be responsible for any false information provided and misuse of the lost ID card come to the notice, the Institution has right to initiate any action in force. If the original card found it will be returned to the institution, further Institution legally will not be responsible for any kind of illegal use and involvements of the ID card.

Signature of the Staff

Date Applied:

HOD		PRINCIPAL	
Librarian			
Date of Issue		Recipient Signature	