

School of Planning and Architecture, Bhopal



Library Manual

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PREFACE

The institute library provides a vibrant learning environment that ensures access to relevant and reliable information in multiple formats. Its main objective is to meet the rising expectations of the student community by providing unparalleled services that advance the institute's mission to create new knowledge.

Library houses quite a good number of print and electronic resources in the field of Architecture and Planning. Experienced, cooperative and professionally trained library staffs are employed for systematic organization of the library documents as well as to maximize their usage.

However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility and services. Therefore, a '**Library Manual**' is warranted where all the rules, regulations, procedures are clearly spelt out. All the library staff and the faculty associated with made an effort to discuss thoroughly and prepare a draft of the "Library Manual".

The manual touches upon all important functional modules of the library as and delineates a clear policy as to how the activities of the library like acquisition of library material, technical processing, arrangement of resources, transaction of documents, library services, etc.

To be able to give direction in organizing and in managing the Library, this manual will serve as a guide to the library staff and users.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

R. K. Jena

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1. SPA Bhopal Library

The Library, SPA Bhopal aims to support the Institute's Curriculum in producing technologically and socially blended best Architects and Planners of the nation, well equipped with theories and research skills, to take up the challenges of physical and socio-environmental development of global standards.

The Library is well-managed and acts as the knowledge hub of the entire institute. It has a rich and comprehensively high quality of information resources in the field of Architecture and Planning. It serves as a creative and innovative partner in supporting the teaching, learning and research activities of the institute and contributes significantly to the Institute's mission of academic excellence. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments.

That is why, **Padmasri (Dr.) S.R. Ranganathan**, father of Library Science Development in India has said that the library is the trinity of learning resources, faculty/students and the library staff.

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

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

- Guidelines/procedures for acquiring library documents, their technical processing and organizing them for their optimum utilization;
- Rules and regulations issued by the authorities for operation and management of library; Procedures for providing library services to the users;
- Organizing, processing, retrieval and dissemination of information as well as documents to the users.

2. Library Manual

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will consult whenever there is any confusion about any function or procedure.



Lot of efforts goes into the preparation of the manual. It goes through a series of meetings with all stake holders where the procedures and functions and policies are deliberated in detail, over and again to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

Objectives: The objectives of the Manual are to-

- Develop information resources to serve the institute.
- Utilize optimally the available resource for the end users.
- Develop standardized best practices in the system thereby touching all the stake-holders.
- Develop compatible information retrieval tools and services.
- Provide flexibility to the professional staff to take independent decisions and show creativity in their activities and services.
- Strengthen the basic infrastructural facilities required to promote and maintain functionality and performance.
- Address the issues that concern the newer developments in the information transfer process.
- Define policy to archive the selected studio works, guest lectures and other in house resources for future reference.

3. Library Committee

The **Library Committee** is responsible for the performance of its duties and the exercise of its powers. The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The Library Committee acts as a channel of communication and dialogue between the library and its users.

The main objective of the Library Committee is to aid in the establishment of a bridge between the library and the academic fraternity and the institute management.

Composition: Library Committee shall consist of the following members:

- Director / Dean (Academic Affairs) as Chairman to Library Committee
- HODs or their nominees from each department/centre/program/etc.

- Librarian / Professor In-charge (Library)
- Deputy Librarian/ Coordinator (Library Services)
- Registrar/ Deputy Registrar / Assistant Registrar (Administration and F & A)
- Assistant Librarian - Member Secretary
- Officer In-Charge (Hindi Cell) as default special invitee
- Student representatives from UG, PG & Ph.D. nominated by respective Heads

In addition to the above, the Director/ Dean (Academic Affairs) may make an additional nomination to the Committee.

Tenure of member:

- Faculty members on the Committee other than Chairman shall serve to the Committee for a period of two years.
- Student-members shall serve for one year only.
- The Committee shall continue to function on the expiry of its term until a new Committee is constituted by the Institute. However, the period of extension shall in no case exceed three months.

Frequency of Meetings:

The Committee shall meet at least four times in an academic session.

Quorum:

50% of its members will form a quorum.

Duties and responsibilities: The duties and functions of the Committee shall be as under:-

- To consider policy matters regarding the library including the policy for procurement of books and journals and render advice to the library for procurements.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library
- To maintain liaison between the library and the various Academic Departments/ Centres.
- To consider and put forward the views of faculty members regarding books/journals selection etc.
- To consider and put forward the views of students and Research Scholars regarding their problems and solutions sought thereof.

- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to advise the library for adoption.
- Any other function as assigned by the Director.

Meeting Notice: Notices for the Library Committee meetings should also be sent to the Heads of the Departments/Centres so they could arrange a substitute in case a regular member is unable to attend.

Minutes of the meeting: Meeting minutes shall be recorded by the Member Secretary and circulated to all members for consideration and approval.

4. Library Budget

Library budget means the financial allocation to procure documents and provide access to the information resources. The annual library budget of the library has the following components:

- Books
- Journals/periodicals (Renewal and new subscriptions)
- Online Archival and Bibliographical Series including e-books (Renewal and new resources)
- Travelling Allowances (workshop/seminars/conference/training programs/refresher course etc. for library staff members).
- Binding and other maintenance expenses.

[Note: Budget heads and titles go on changing from time to time.]

Resources with ephemeral value and those whose revised editions are frequently published: Annuals Reports, Directories, Year-books, Swamy's handbooks, etc., do not carry long lasting value. Therefore, weeding out of these type of documents may be decided by the Librarian/Professor In-Charge (Library) and then put-up before Library Committee and then Director for approval.

Purchase of Books, Journals, Databases, etc.: Purchase order shall be placed by **Deputy Librarian/Assistant Librarian/Section In-Charge** only after the approval of the competent

authority. A copy of purchase order should be invariably marked to **Finance & Accounts** department for necessary record. A purchase order register also be maintained. The bills duly supported by approved indents, purchase orders and supporting documents for supply of books and other learning resources etc. will be verified and processed by the library for payment.

5. Collection Development

All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

Strength and weakness of the existing collection: In relation to the various academic programmes as offered by the Institute, Library should make provisions in the budget to strengthen these programmes with best possible learning resources. Based on the observations, an effort should be done to add books, journals and e-resources in the area of the current and new programme from time to time.

Shift towards e-resources: Because of the conveniences like multi user access and anywhere, anytime access, there is a considerable demand for online databases, e- journals and e-books. SPA Bhopal also has excellent access infrastructure like high internet bandwidth, Wi-Fi connectivity in the campus. These E-resources can also be accessed out of campus hence; emphasis may be given more towards e-resources.

6. Acquisition Section

Acquisition work means the method by which collection is built or stock is added to the library. Hence it comprises selection of all kinds of documents and acquiring them by means of procurement, gift, exchange, membership, etc. Acquisitions encompass all aspects of obtaining documents for library, including verification of bibliographic details of documents to be ordered, checking before placing orders to avoid inadvertent ordering of already procured documents, preparation and placing of supply orders, follow-up of non-receipt of documents, receiving and checking of physical layout and content of documents, invoice

processing and recording payment details, maintenance of library fund records and statistical information related to procurement activities.

Policy: No library can afford to purchase all the reading materials needed or demanded by its readers and it may not be possible to buy all the published documents. It may also not be necessary that all newly published documents are relevant to a particular library. Within the bounds and resources available, the library should procure documents by following the golden rule of the “**best reading material for the largest number of users and at the least cost**”. Therefore, selection and procurement are important functions of a library for a balanced collection of documents for current and potential use.

There are several distinct acquisition functions: selection, verification, vendor assignment, ordering, claiming and cancelling, receiving, accessioning, providing information to indenters regarding status of the ordered document, bill processing for payment and maintenance of statistical records pertaining to procurement.

Guidelines: Following guidelines are followed to acquire print book in library -

- If the recommended book is available in digital form in open access the library will not acquire the print copy. The library provides the link to the digital copy through its OPAC. In case the concerned department insisted to have print then the requester specifically will make a request for the same.
- Indian edition, if available, should be acquired.
- Paperback edition is preferred, if available.

Faculty Publication:

- Three copy of each title authored/edited by the faculty shall be acquired.
- Any other documents containing contribution of any faculty shall be acquired.

Vendor Registration (Terms & Conditions):

- The vendor should be member of the Federation of Publishers/Booksellers Association in India.
- Vendor should have a permanent Income Tax Account No. and Service Tax No.
- The vendor should have a minimum of 3 years experience in dealing with reputed academic/ research/ university library.

- Vendor should supply the selected books within a period of two month, failing which order will be given to another vendor. If any empanelled vendor often fails to supply the material within the given time, procedure to debar the vendor may be initiated.
- Vendor should give maximum discount on published price for all books in English/ Hindi of Indian and foreign origin and in no case less than 20% discount is permissible.
- Only Government/Learned Society publications shall be allowed to purchase at no discount. No discount title(s) shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill.
- Vendor will have to supply foreign/Indian Society publications, government publications and no discount titles whenever required.
- Vendor will have to submit the bills of foreign books converted to Indian rupees and it will be paid at the Good Office Committee (GOC) exchange rate as applicable to the date of invoice.
- The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
- Incomplete or wrong information furnished in the Book Indent/Recommendation Form/ bill/ price proof/ Vendor Registration Form, may debar a vendor for supply of books.
- The Library Committee reserves the right to recommend or reject any or all the book suppliers. The decision of the Director, SPA Bhopal on the advice of the Library Committee will be final in all cases in respect of acceptance/ rejection/ arbitration and no explanation will be given.
- The publications supplied should be in good condition without any defects.
- Unless otherwise mentioned, only the latest edition of the publications will be accepted and they must be in good condition.
- Invoice(s) are to be submitted in duplicate (2 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
- Invoice(s) are to be addressed in the name of The Librarian, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Indore Bypass, P.o.: Bairagarh, Bhopal, Pin- 462030 and submitted to the Library.
- All entries in the Invoice(s) should be typed or neatly hand written in the format

acceptable to the library.

- All matter of dispute will be subject to legal jurisdiction of the courts at Bhopal only.
- The prices have been correctly charged in accordance with the publishers' invoice and publisher catalogue.

[Note: Vendor Registration Form (Books) see Annexure 5]

Procurement of Books (process and approval):

Recommendations:

- Faculty, Research Scholar and Staff are entitled to recommend new books for library.
- Recommendation should be submitted in the prescribed form (see Annexure 3) and routed through the respective heads of the department.
- Book exhibition will be organized by library (at least six times in an academic session) through empanelled vendors for recommendation.
- The recommendation forms approved by the HOD will be submitted to the Library.
- Recommendation of duplicate books should be avoided.

Checking of Duplication:

- To avoid duplication, each title should be thoroughly checked from the library catalogue, list of ordered books, list of books recently received and from the list of books under technical processing.
- More than one copy of the book can be procured, if it is specially recommended by the HOD/ the book used as textbook.

Details verification: Once it is decided to procure the book then the details of the book like ISBN, Price, Author, edition etc. are verified from the publisher's website. If any detail is not mentioned then the same is filled in the recommendation sheet.

Data Entry in Computer: After verification, the control number of every book to be procured is generated by library software. The same control numbers along with the other details are mentioned on the recommendation sheet.



Approval of Recommended Books: All the recommendations require the approval of the Director.

Ordering: Book Purchase Order will be placed to the vendor in prescribed format (see **Annexure 6**) through e-mail/ post as per suitability.

Receipt and Checking of Physical Conditions of Books:

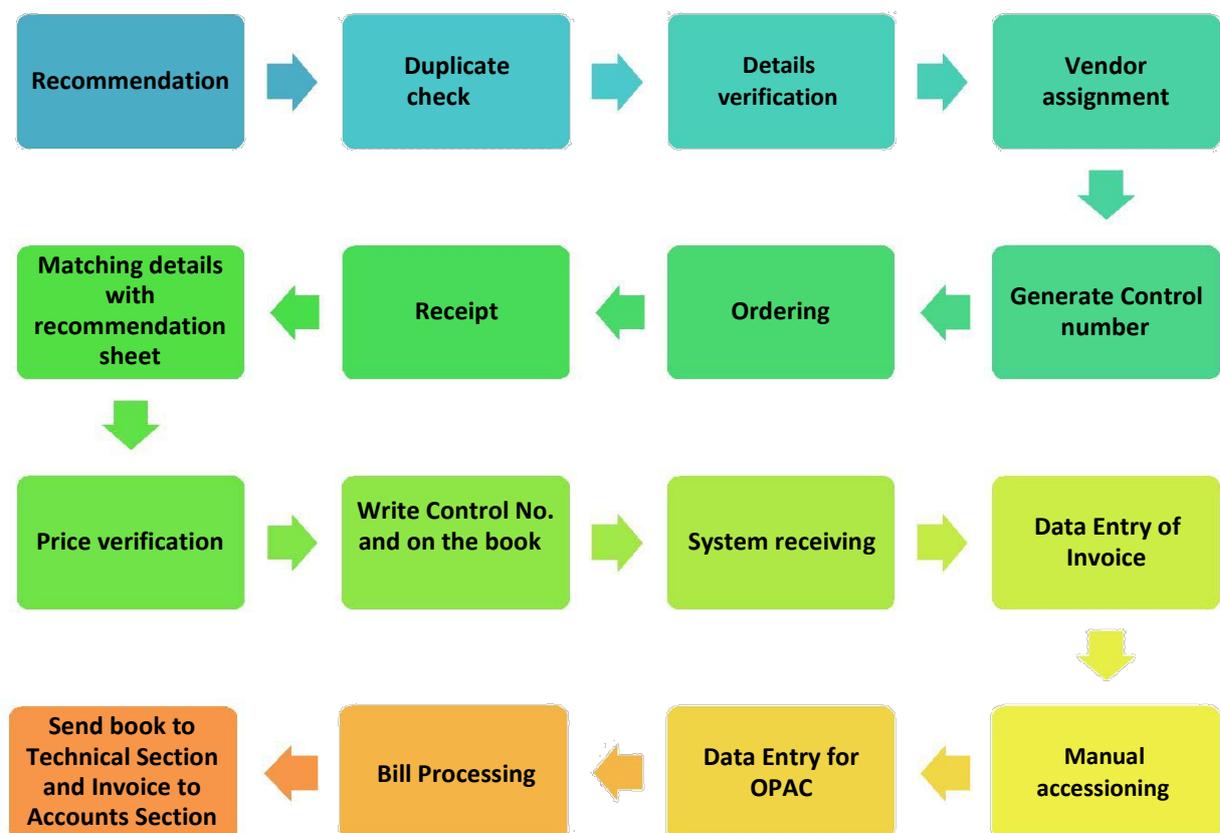
- Before taking the book(s) on charge, physical and general conditions are checked. If defects and damages are noticed the book(s) should immediately returned to the vendor for replacement.
- Details of the book are matched with the recommendation sheet.
- If found satisfactory Control Number are to be written on the book.
- Vendors have to submit the bills in duplicate along with book(s).
- The bill/ should be pre-receipted.
- Invoice should have an undertaking on the main and second copy of the bill that “latest edition of the book is supplied and correct price for the book is being charged”.
- Invoice should be supported by the original purchase invoice of the book as price proof.
- For foreign currency, GOC conversion rates will be provided by vendor with each invoice as applicable.
- Enter details of the book along with accession number in the library software.
- Enter invoice details in the library software.

Manual Accessioning:

- Every document added to the library collection will have an Accession Number. This includes all types of documents acquired by the library through purchase. This is a unique number for that document. These numbers are assigned in a bound register called Accession Register.
- After entering the details of book in the Accession Register, library ownership stamp is to be affixed on the verso of the title page.
- Accession number is to be assigned on the title page, secret page of the book and also against each title of the book in the bill.

Bill Processing:

- After the accessioning original Invoice and copy of the approval (with highlighted titles) are to be sent to Accounts Section for payment and one office copy has to be maintained in the library.
- The authorized signatory of the bill are Library Assistant, In-Charge (Acquisition) and Coordinator (Library Services).

Flowchart:

Intimation of new books: Sending new arrival notice to all users of the library periodically.

Selection/ purchase through online bookseller: Departments/ Centres may select the books from online bookseller and sent their recommendations to the library. The Library will procure these books through their registered vendor. In case the books are not available through the registered vendor, the vendor would procure it from the online bookseller at price charged by them. The library will have to pay 15% handling charges for getting books through online booksellers. Order with online bookseller will placed once in a quarter so as to reduce the handling charges that would be negotiated with the vendors.

Direct purchase by Faculty/ Research Scholar/ Staff: Faculty/ Research Scholar/ Staff can directly purchase book(s) for library during their academic tour and may claim for reimbursement through library. The guidelines are as follows –

- Only if the book is not available through the empanelled vendor.
- Book is not available in library/ not in procurement process at least 15 days before the date of invoice.
- Book will be accepted only if it is approved by the competent authority.
- Book should be a fresh copy and in good condition.
- Price of the book should not exceed the publishers' list price.
- Billing should be in the name of SPA Bhopal and contain PAN No./ TIN No. of the vendor. He/she has sign on the bill.
- Library gets minimum 20% discount in all cases except Government/ Society Publications. The buyer should try to convince the vendor to offer 20% discount. If the discount offered is nil or less than 20% then he/she has to furnish a declaration that “**Vendor denied to offer any discount/ offered __% discount**”.
- The document, bill and price proof (if price is not printed on book) should be submitted maximum within 30 days of the date of purchase.
- Exchange rate should be charged as per GOC Rates as applicable for the date of billing.

Purchase of reference books: A sub-committee should be formed every year to scan the list of reference books received from the various departments and get it approved from the Library Committee.

Publication in Hindi: As per Parliamentary Committee on implementation of Hindi language an institution should spend half of the budget for the purchase of books in Hindi, which is not possible in a technological institution like SPA, however adequate number of Hindi



publications be purchased in the library.

Purchase of E-Books: Library should go for e-books especially in cases where payment is made once and access is available perpetually.

7. Technical Section

Introduction: The technical processing starts after accessioning of the document. The classifier goes through the thought content of the document and assigns the Call Number which decides the place of the document on the shelf. If the document is an additional copy or a new edition of an existing document, the classifier should check from OPAC and the call number of the available document should be written on the document. Otherwise, a new call number has to be constructed and assigned to the document.

There are two purposes of classification of documents:

1. To help the user to find a document whose call number he/she knows;
2. To find out all documents on a given subject together.

In classifying documents it is often necessary to choose between two or more possible class numbers because a document may incorporate more than one subject or more than one aspect of a subject. The classifier may take the help of the following guidelines while assigning class numbers to newly acquired documents:

- Examine the preface, foreword and contents before deciding the specific area of a subject where a document could be classified
- Consult the complete schedule, not just its index, while classifying a document
- Classify in the most specific manner
- Classify with the dominant subject
- Classify with the subject, not with the group of readers for whom it is intended
- Classify with the first subject if the dominant subject cannot be determined
- Classify with the broader subject if the title covers several facets of that subject

Classification:

- **Classification Schemes:** Dewey Decimal Classification (DDC) is being used for books classification.
- **Book Number:** For book number three alphabets of Main entry heading, followed by



first letter of title separated by a hyphen. (e.g. CHI-A)

- Write the Class Number, Book Number, and Collection Number like, 'H' for hindi collection, 'R' for reference and 'T' for textbook on the back of Title page.

Cataloguing: The document bearing the call number is passed on to the cataloguer. The library catalogue must act as a medium between the author and the reader, endeavoring to estimate the intention of the one and the need of the other. He should understand the physical or bibliographical make-up of the document and should be familiar with every detail of the author's and the publisher's art. Before cataloguing, a cataloguer should read the document technically, i.e. examining those parts that are auxiliary to the real text. This technical knowledge makes it possible for the cataloguer to read rapidly, but adequately, the large number of documents which daily come to his desk.

Bibliographic details of each book are entered into Cataloguing Module of library software according to **AACR2 Standards**. For complete bibliographic details the different parts mentioned below of the books can be scan:

1. Cover Title: Printed on the original cover of the document
2. Sub-Title: Secondary or explanatory title following the main title
3. Running Title: Repeated at the top of the page throughout the document
4. Alternate Title: A subtitle introduced by or its equivalent
5. Changed Title: A title in a later edition or reprint of the document, which differs from the title given when the document was originally printed
6. Binder's Title: Lettered by the binder on the back of the document
7. Half Title: A brief title without author's name
8. Imprint: Printed on a leaf preceding the main title page
9. Series Title
10. Author: A person or a corporate body or an institution responsible for its existence
11. Editor: A person who collects and puts together the writing of the several authors
12. Imprint: Place of Publication, Name of the Publisher and Date of Publication

Subject Heading: Assign subject heading according to the OCLC (World Cat) Subject Headings.

Location Codes: Enter location code against each accession number. For example an accession is to be placed in Reference Section enter 'R'. Different codes are as follows:



Location	Code
Textbook	T
Reference	R
Hindi Books	H

Location	Code
Bound Journals	J
Theses	TH

Data validation: Regular editing of various access points in the cataloguing module of the library software.

8. Circulation Section

Introduction: Circulation Section handles the front desk operations of the library and an important section because it is the first contact point for users of the library. Qualitative functioning of Circulation Section leaves a lasting impression on the user. Major Activities of the section are:

- Registration of new members.
- Issue and returns of Learning Resources (Primarily Books).
- Attending the Users' query for effective interpretation of library rules and regulations.
- Maintenance of "Circulation Module" of Library Management Software.
- Library resource organization and maintenance of books and other documents.
- Collection management and development, selection of books for weeding out.
- Conducting academic tours to the institute library for visitors and students from other institutes as well as foreign universities.
- Maintenance of record related to book(s) lost and paid by the library users.
- Inter-Library loan services to the library users.
- Granting permission to use the library to outsider.
- Maintaining statistics related to circulation including membership.
- Sending reminders for overdue documents to users.
- Issuing No Dues certificate to users.
- Library orientations to new members, casual and special visitors.
- Updating data for OPAC
- Import/Export of students data to library software for library membership.
- Assisting the users for using library catalogue.
- Managing counter operations during Weekends.



Membership:

- All the students, faculty members and employees of the Institute are entitled for the membership of the Library.
- The library membership can also be availed by the Guest faculty and out-source employees.
- Who wants to become member is required to fill up membership form. The form is available at circulation counter and can be down loaded from library website. **(Annexure 1 & 2).**
- All Students, faculty and staff members can use library facilities by showing Institute ID cards issued by the Institute and same will be used for getting issue of books.

Library Membership and Privileges of the members:

- The bonafied member of the institute has to submit the filled membership form (available at the library) to enroll himself/herself.
- Total number of books to be issued to a library member for use are:

Category	Number of Books	Duration
Faculty	7	60 Days
Ph.D. Scholar	5	30 Days
P.G. Student	4	15 Days
U.G. Student	3	15 Days
Group A Staff	4	30 Days
Other Staff	3	30 Days
Guest Faculty	2	15 Days
Outsource/Project Staff (except attendants)	1	15 Days

- Borrowed books must be returned within/ on due date mentioned in the due date slip of the document issued.
- Each member has to produce his/ her ID Card at Circulation Counter to issue documents.

Reading Facilities to the Wards of SPA Employees: The permission will be granted to the faculty/staff ward(s) to make use of library on case to case basis temporarily. Permission for this purpose will be given by the Librarian.

Issue/ Return Procedure:

Check-out/ Check-In/ Renewal

- User will bring the selected books along with his/her ID Card, filled Book Card to the circulation desk.
- After verifying ID card of the user and Book Card, the Circulation staff will Check-out the book(s) and put Due Date stamp on the Date Slip with his/her initial.
- With issued books, the circulation staff will also provide system generated gate pass slip(s) to user.
- The user will show the books and submit gate-pass to the Security Guard.
- For Check-in, user will bring books to the circulation desk and the Circulation staff will return them from user account, cut the due date from Due Date Slip and he/ she will place the Book Card in the Book Pocket.
- The user can renew the unique title two times only if book is not reserved by other user.

Documents that can be borrowed: General books can be borrowed by all eligible members as per their entitlements. Text Books will only be issued for 15 days.

Documents that cannot be borrowed: Reference Books, Theses, CDs and loose issues/bound volumes of periodicals will not be issued.

Overdue Fine:

- Items that are returned after the due date are considered overdue. “Uniform Fine Policy” has approved by the Library Committee.
- Overdue fines are assessed at the following rates:

General Books - @ Rs. 2/- per day per book up to 15 days and after 15 days it will be calculated @ Rs.4/- per day per book

Text Books - @ Rs. 5/- per day per book

Reservation of the Documents: Library adopts manual system of book reservation. Contact Membership Counter/ Circulation Counter for reservation of the book(s).

Loss or Mutilation of Documents:

- Lost book should be replaced by same or latest edition of new book with overdue



charges.

- In case, it cannot be replaced then the following norms will apply:

For Indian Publishers: -

Recovery Conditions (calculated from the date of acquisition)	Recovery Amount
Up to 5 years	Double the cost of the document
> 5 years but ≤ 10 years	Triple the cost of the document
> 10 years but ≤ 15 years	Four times the cost of the document
> 15 years	Five times the cost of the document

For Foreign Publishers: -

Recovery Conditions (calculated from the date of acquisition)	Recovery Amount (exchange rate of RBI applicable on that day)
Up to 5 years	Double the cost of the document
> 5 years but ≤ 10 years	Triple the cost of the document
> 10 years but ≤ 15 years	Four times the cost of the document
> 15 years	Five times the cost of the document

Book Lost/Damaged Report Form: (see Annexure 7)

Personal Book: Personal books are not allowed inside the library. However during the examination days personal book can be taken inside the library by duly entering the details of the book and scholar no. of the student in a register being maintained at the Library entrance.

Theft/ Misuse of Library Resources: The theft or abuse of library resources like books, journals, reports, theses, and dissertations will be viewed very seriously. Each case will be examined and matter will be reported to the concerned authorities.

No Dues Certificate:

- 'No Dues Certificate' concerning library membership will be issued by the Library only after the library dues are fully cleared upon completion of programme.
- An employee can get "No Dues Certificate" for resignation/relieving only after fully clearing his/her library account.

General Rules (Circulation Section):

- The library user shall not engage in audible conversation in any part of the library.
- He/she shall not write upon, damage or mark any book belonging to the library.
- The user responsible for any damage caused by him/ her to the books or any other property belonging to the library, shall be required to pay the penalty imposed upon



him/her by the Librarian.

- The Security Guard at the library gate will check all personal belongings including library books issued to a member.
- Use of mobile phone inside the Library is strictly prohibited.
- The reader should check the books before borrowing to ensure that these are not damaged. If a book is found to be damaged or certain pages are missing, the borrower should get this statement recorded on the book, otherwise he/she shall be held responsible for the damage, discovered at the time of returning the books.
- Smoking, pan chewing and spitting in the library is prohibited.
- Photography is not allowed.
- Membership privileges of a user can be suspended on account of misbehavior with the library staff or for indecent manners.

9. Serial Section

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

Policy:

- It is imperative that all such periodicals containing information relevant to the study and research of the Institute should be subscribed to the library.
- Review all subscription after every five years.
- Journal Recommendation Form or suggestion for deletion of journals will be entertained if duly forwarded by concerned Heads of the Departments/ Centres/ Programmes.
- Any new serial recommended by the Department/ Center and costing less than Rs. 1000.00 per annum may be added for subscription without dropping any existing title.
- Wherever possible, subscription of print journals will be done through vendor.
- Vendors associated with reputed institutions/universities only be contacted for selection and asked to furnish the information in (**Annexure 10**).
- Performance of the vendor should be given priority rather to discount offered.
- The selected vendor has to sign an agreement (**Annexure 11**) with the Director/Registrar, SPA Bhopal to supply the current journals.



- The same vendor may be repeated for three consecutive years based on the assessment of service quality and upon the approval of the competent authority.
- A priority list of core journals should be prepared and a special grant should be allocated to library to purchase the archives of few titles every year.
- Additional requirement of serials, if any, should be met through the resource sharing among the other SPAs and nearby libraries.
- The annual allocation of budget for serials may be dispensed with. The budget for serial would be need based.
- In case of any deficit in the allocation of library budget, renewal of serial subscription should be given top priority.

Selection:

- The process of periodical acquisition begins with the selection of the title(s) with the arrival of a recommendation duly forwarded by Head of the Departments/ Centres. After receiving recommendations from various departments/ centers, a consolidated list of all periodicals is to be prepared with all bibliographical details such as current subscription rates, publishers' addresses, periodicity etc and placed before the Library Committee for consideration.
- The Library Committee scrutinizes the list and recommends the new titles to be subscribed for the next year within the limit of the budget allocated for the subscription of periodicals.

Renewal Process:

- The process of renewals should begin at least four months in advance (September) so that by November end all the renewals are done and the subscription is continued without any discontinuation in issues.
- The list of journals to be renewed for the next calendar year will be circulated through email among the various Departments/ Centres for any new recommendation/addition/deletion.
- If no response received by the library within one month from the date of circulation of the email, then the existing journals will be placed to the Library Committee for renewal.

Vendor Selection: Library sends letter and copy of agreement to selected vendors (at least



three) after the approval of the Director for subscription/renewal of journals (Indian and Foreign). The vendors are instructed to furnish the information as per (**Annexure 10**) within 15 days of time.

The information furnished by the vendor places to the Library Committee for discussion. The committee suggests a panel and submits for approval of the Director. Then the library places the order to the selected vendor. In normal case, the whole order is placed to the single vendor. The vendor signs agreement (**Annexure 11**) in a non judicial stamp paper of Rs. 100/- with the Director/Registrar, SPA Bhopal.

Subscription to Online Databases/ Journals:

Policy

- Both print and online version of journal is preferred to satisfy the users.
- Paid online access to journals is subscribed where the publisher does not have free complementary access to online version.
- Selected online databases (bibliographic and full text) are also subscribed for users.

Evaluation before Subscription: Online databases are expensive resources. These are evaluated properly before subscribing. Following procedures are followed before subscribing to Online Databases:

- Identify the need
- Ask for a Trial Access
- Publicize the availability of resource on Trial
- Analyze the Usage statistics
- Make a cost benefit analysis by considering all relevant facts
- Organization of presentation to the users
- Feedback from all the Departments/ Centres
- Put up for approval
- Convene the Library Committee for negotiation and conclude the deal

Negotiation: Negotiation plays a vital role in deciding the pricing factors. Library try at its level best to enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk-in-users, usage statistics, concurrent access, etc.



There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field. Large opportunities exist in this area for negotiation with the publishers/ resource providers and arrive at win-win situation. Involvement of Library Committee is always preferred to negotiate price and terms and conditions for electronic databases/journals.

Ordering: Journals renewal and subscription order will be issued to the approved vendor by the Librarian/ In-charge, Serial Division.

Invoice: Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.

Receipt and Access of Journals:

- Ensure that the items received are as per the order in case of print format.
- In case of electronic format ensure that access is enabled to the desired resources.
- Enter (Print issue) in the library management software.
- Stamp the print issue.

Display of Current Issues: Make sure that the current issues of titles being subscribed in print format are display in alphabetical order.

Reminder for Missing Issues:

- For Weekly and Bi-monthly Journals: Once every month
- For Quarterly/ Bi-annual Journals: Once every two months.

Replacement of Missing Issues:

- Replacement copy, or
- Publisher certified and reproduced copy, or
- Refund in the form of credit note, or extend the subscription period.

Bound Volumes: Binding of journals has been done on the approved rates as per the standard specification followed in all libraries. All journals procured in print format are goes through the binding process at the end of the calendar year. The bound volume assigned



accession number and kept for future reference. They are also entered in the library management software. These are arranged in alphabetical order in the bound volume area.

Maintenance of Records: The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills Register
- Subscription Orders
- Approvals

10. Theses, Maps, Archives of Studio Works, etc.

Collection: Library receives copies of all the theses awarded at SPA Bhopal. This section contains about 287 theses submitted to SPA till date. Other than theses, the archives of selected studio works, maps collected during students' work, etc. are kept for future reference purpose.

Activities:

- Receive a print copy of the theses along with soft copy.
- Accessioning and recording bibliographical details with extended abstract on library database.
- Stamping, Bar-coding and labeling of theses.
- Arrangement and maintenance of theses collection.
- Help the users to use for reference purpose only.
- Archiving the selected studio works.
- Keeping maps, toposides, etc. submitted by academic departments

Consultation Rules:

- All the materials can be consulted within the library.
- Xerox/ photograph/scan of whole or any part theses are strictly prohibited.

Arrangement: The theses in the stacks have been arranged according to the Scholar Numbers. Other materials are organized as suitable for library and its user.

Digital Theses: The database of the theses is accessible through the online catalogue by Title, Author, Supervisor, Department, Year, etc. There is a plan for creating an institutional repository and make available the full text of the theses within the campus network through an interface specially prepared for this. The online catalogue of the theses database provides bibliographic information up to the abstract level through intranet. An initiative is in process to create an 'Institutional Repository' and define a policy for this.

11. Computer Application Section

Infrastructure: The Library manages computers working in a networked environment to access various digital resources available in the library. The resources include electronic databases, digital theses, CD ROMs, etc. The complete library is Wi-Fi enabled. Beside it, users are also allowed to use their personal laptops in the library.

Activities: Maintenance of -

- IT infrastructure of the library;
- Library Management Software;
- Library Website;
- Institutional Repository;
- Library Servers; and
- Access to Electronic Resources.

Electronic Databases: The Library subscribes one international bibliographic database (i.e. **Avery Index to Architectural Periodicals**) and a full-text database for theses and dissertations (i.e. **ProQuest's Theses and Dissertation Full Text**). Library also subscribe two socio-economic databases namely **indiastat.com** and **districtsofIndia.com** (limited to districts of Madhya Pradesh).

Computer Infrastructure Usage Policy: SPA Library endeavors to provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use. The library follows the usage policy approved by the Library Committee of the



Institute which is given below.

Users of computing, networking and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the Librarian/ person in-charge of the facility in consultation with the concerned authority as appropriate.

Faculty, staff, and students with authorized accounts may use the computing and IT facilities for academic purposes, official Institute business, and for personal purposes so long as such use:

- He/she does not violate any law, Institute policy or IT act of the Government of India.
- He/she does not interfere with the performance of Institute duties or work of an academic nature (as judged by the Library).
- He/she does not result in commercial gain or private profit other than that allowed by the Institute

Guidelines for Using Computer Infrastructure:

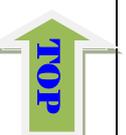
- Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited. Users may share the required files through sharing software in proper way.
- Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
- Transferring copyrighted materials to or from the SPAB Library system without express consent of the owner is a violation of international law. In addition, use of the internet for commercial gain or profit is not allowed from an educational site. If done so, it will be sole responsibility of the user.
- Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on SPAB Library facilities, or on individual machines connected to the SPAB Library network, is strictly prohibited.



- Setting up of any facility requiring password transmission over clear text is prohibited without TLS/SSL encryption.
- It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software, or data. It is also forbidden to send emails or messages masquerading as another person or to hide the sender's identity. Chain letters are not allowed. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly disallowed.
- Recreational downloads and peer to peer connections for recreational purposes are banned.
- To the extent possible, users are expected to connect only to the official SPAB Wi-Fi network for wireless access. Setting up of unsecured Wi-Fi systems on the SPAB network is prohibited in accordance with a Government of India ban.
- Users are expected to take proper care of equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
- **No food or drink is permitted in the library. Smoking is strictly prohibited. Also making noise either through games/ music or even talking and/ or singing loudly is prohibited.**
- Playing of Games in library computers or using Institute facilities is strictly prohibited. Internet chat is also banned.
- Display of offensive material (either on computer screens or through posters etc.) is strictly disallowed and serious action will be taken against offenders.
- Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the Librarian may take an action by issuing a warning through disabling the library privileges. In extreme cases, the membership may be completely deleted and/ or the user prohibited access to IT facilities at SPAB, and/ or sent to the Institute authorities.
- The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices, or through the news groups.

Besides above mentioned guidelines the users are expected to follow the following:

- Do not connect your mobile or any external device to library computers.
- Do not install any software on library computers without prior permission.



- Do not download movies or songs on library computers.
- Do not remove LAN cord, keyboard and mouse from the library computers.
- Scan your storage devices like pen drive before use.
- Drives are formatted periodically by the library without any intimation. Hence library will not be responsible for any data loss of the user.
- Inform the In-charge in case of any computers problem.

Access to Electronic Resources: All the electronic resources are IP based and accessible through institute Intranet. Internet accesses for ftp, http and https protocols are made available only through designated proxy servers. All accesses through the proxy servers are logged along with the URL, time of access and user ID of the user.

Guidelines for Fair Use:

- Electronic resources such as e-journals, e-databases, e-books made available by the SPAB Library, are for academic use.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (called systematic downloading) is strictly prohibited.
- Use of robots, spiders or intelligent agents to access, search and/or systematically download from these resources is also prohibited. Any violation of this policy will result in penal action as per the rules and regulations of the Institute.
- Please be aware that systematic downloading will cause the publisher to block to the entire community of users @ SPAB from accessing these resources.

The library subscribes to electronic journals and bibliographic databases for use by authorized users in member institutions. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles



are as follows:

Permitted	Not Permitted
<ul style="list-style-type: none"> • Viewing, downloading, copying, printing and saving a copy of search results. • Viewing, downloading, copying, printing and saving individual articles. • Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes. • Sending a copy of an article to another authorized user (i.e. current faculty, students or staff). • Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access). 	<ul style="list-style-type: none"> • Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted. • Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources are not permitted. • Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content). • Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted. • Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access).

12. Stock Verification & Procedure to Write Off Documents

Introduction: 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.

Loss of Publications: Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common

occurrence in libraries. Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library is kept open up to late evening and weekends with the help of skeletal staff to serve the academic community of the institute. 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.
- 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.
- Publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of Library Committee which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

Preventive measures:

Some preventive measures are listed below.

- Follow closed access to the rare books and specialized collections.
- The exit/entry to the library be monitored.
- Sealing of windows, adequate vigilance in the stack room(s), provision of adequate lighting, and use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, implementation of RFID Application, RFID Smart card to Library users can be adopted.



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 (the process can go up to six months but not as an exclusive task).
- Prepare pre-final list of the documents not found and publicize.
- Compile a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries.
- Compare losses with borrowing/ consulting / photocopying statistics.
- Put up the list of common entries to the Director 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 Director.
- Make necessary entries in the accession register, write-off register, assets register, etc.
- Remove records from databases /update write-off record.
- Close file.
- Improve the system with additional precautionary measures.

Weeding Out:

Identification: Weeding out of the outdated and unwanted publications should be done as and when needed on the recommendations of a sub-committee constituted for this purpose. The following guidelines should be followed:

- Multiple copies of old textbooks that are not being used for past ten years may be weeded out retaining one copy of each title.
- Old editions of encyclopedia and other reference works may be weeded out especially if their older versions are available in CD ROM.
- Unusually mutilated books that are beyond repair may be restored by scanning them or any other means available (only after referring Copy Right Act).
- Print versions of standards may be weeded out if the library acquires them on electronic media.

Process: The library staff deputed for this work should scan the publications, section by section, following above guidelines and identify publications that may be considered for



weeding out. These publications may be kept separately until final decision. Subject-wise list of such publications be prepared and should be circulated to all Departments/ Centres of the Institute.

Disposal:

- Send the list of discarded publications to Departments/Centres who may like to have the discarded publications for its departmental library.
- Post the remaining publications list on Institute website for the benefit of other institutes. The discarded publications may be sent to these institutes on first come first served basis.
- Postal expenses would be incurred the institute who desires these discarded publications. Offer to the faculty, students and staff (strictly in this order) on first-come-first served basis. A token charge as approved by the Library Committee per book may be taken from the buyer(s). Sufficient time may be provided to faculty/ students before discarding the books.
- The publications that could not be disposed off in steps mentioned above or ephemeral and unwanted material received free of charge from time to time may be destroyed by pulping through papers mills or disposed off as waste paper following the institute procedure for such disposal.

Authority of Approval: Board of Governors (BOG) may approve the delegation of powers (annual) for write-off of the books and journals (lost/damaged/mutilated/obsolete) as under:

Authority	Loss of Books	For Weeding Out of Book
Director	Rs. 1,00,000/-	Rs.5,00,000/-
BOG	Above Rs.1,00,000/-	Above Rs. 5,00,000/-

13. Maintenance of Documents

Introduction: It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the library staff. Proper care must be taken otherwise they may get damaged very soon. Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts,



shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents.

To save the time of the users as well as staff documents in the library should be arranged in a logical order. Reference documents should be arranged in a separate room, and currently received documents should be displayed in the reference collection room. Other collections may be arranged in such a way that they should meet the needs of the users. Proper dusting and cleaning of documents should be done on a regular basis. Guides should be put at different places in the library so that users can have access to different parts of the library, like reference room, periodicals room, circulation counter, photocopying room, audio-visual room, book stack, etc.

Shelving and Shelf Rectification: The library has open access system, where users have freedom to pick up document from shelves. Some users misplace documents intentionally. Some time, by mistake, staff also keeps reference documents in general collection or vice versa. There should be a regular checking of the order of arrangement of documents in the shelves. All misplaced document should be restored to assigned positions. This process is called shelf rectification. Each staff and officer of library should scan the shelves systematically and shift the misplaced or wrongly shelved documents to their proper locations. If any torn-off document is found, it should be sent for binding.

Arrangement of all documents should be according to the classification scheme. Movement or arrangement of documents should be parallel to the movement and arrangement of the corresponding shelf-list cards. If a document is transferred from one sequence to another sequence, the cards in the shelf-list should also be rearranged accordingly.

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

- Bound volumes should not be sorted out from their fore edges, as this process weakens the binding.
- Shelves should not be fully packed. If a document will not slide on the shelf with a gentle push, then the shelf is too-full. A too-full shelf can crack spines and cause



damage when a reader tries to remove a volume.

- Huge volumes should be kept flat.
- Dust should not be allowed to deposit on the documents because collection of dust causes staining of documents and promote chemical and biological problems. Cleaning and vacuuming should be done regularly and carefully.
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room.
- There are more than 70 varieties of insects that can cause damage to the library materials. The most common are cockroaches, silverfishes, termites, book lice, bookworms, mud wasps and moths, etc. Poor housekeeping, excessive moisture and darkness contribute to the problems caused by insects.
- Cockroaches disfigure books by eating the varnish and colour of the binding. They eat starch and glue found in papers and book covers. They also excrete a dark liquid that discolors and stains pages or other surface over which they crawl. Borax or common salt can be used to prevent cockroaches.
- Silverfishes, like cockroaches, are attracted to glues, pastes and other adhesives. Sodium fluoride can be applied to bound volumes to save them from silverfishes.
- Termites are the more common damaging insects to library materials. They eat cellulose and attack all forms of paper as well as wooden products. They are difficult to detect because they eat into the interior part of the materials leaving an undisturbed outer shell. Spread of kerosene oil, DDT or gammaxine powder over the affected area can help in removal of termites or white ants.
- Proper cleaning, fumigation and exposure of sunlight to the documents also help in reducing the effect of insects in the library.
- Rats and mice also damage the library materials. Repellants should be used to save materials from them. Proper pest management can also minimize the problems caused by the above insects.

Binding of Documents: Binding work of library materials is done through the commercial binders available in the local market. In this regard, generally the library decide the specification, terms & condition of binding, type of binding, color of binding for each type of document, etc.



The Library prepares a list of documents to be bound. These documents along with gate pass and supply order are issued to the vendor for binding. After the bound volumes are received from the binder, the library verifies each document, checks the binding, tooling, change the status in the software, etc.

The procedures followed to carry out binding work through binder are as follows:

- Cost up to Rs. 15,000 – directly through any local binder.
- More than Rs. 15,000 and Rs. 1,00,000 – through Library Committee calling limited quotation.
- More than Rs. 1,00,00 – through tender process as applicable.





School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Library Membership Form

* (Make all the entries in capital letters)

1. Roll/ P.F. No. : Designation:
2. Name: Sex: Male/Female
3. Date of Birth: Date of joining:
4. Department:
5. Present address:
.....
- Mobile: Tel. No. :
- E-mail ID:
6. Permanent/ alt. address:
.....
.....
- Alt. Mobile: Alt. Tel. No. :
- Alt. E-mail ID:

*Paste passport size
photograph and
mail softcopy of the
same to
library@spahopal.
ac.in*

I do acknowledge that I have gone through the Rules and Regulations of the library and do hereby agree to abide by the same and the modifications/amendments as and when required.

Signature of the Member

Date:

Signature of the H.O.D.

Date:

Signature of Librarian

Date:



School of Planning and Architecture Bhopal

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Library

Library Membership Form (Guest Faculty, Outsource, Project, etc.)

* (Make all the entries in capital letters)

1. Employee Code : Designation:

2. Name: Sex: Male/Female

3. Date of Birth: Date of joining:

4. Department:

5. Present address:

.....

Mobile: Tel. No. :

E-mail ID:

6. Permanent/ alt. address:

.....

.....

Alt. Mobile: Alt. Tel. No. :

Alt. E-mail ID:

Paste passport size
photograph and
mail softcopy of
the same to
library@spahopal
.ac.in

I do acknowledge that I have gone through the Rules and Regulations of the library and do hereby agree to abide by the same and the modifications/amendments as and when required.

Signature of the Member

Date:

This is to confirm you that he/she is working under my supervision and all the information given above is true to the best of my knowledge. He/she will be instructed to obtain No Dues from library at the time of relieving/final payment.

Signature (Head of the Dept.)

Date:

Signature of Librarian

Date:



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Book Indent/Recommendation Form

No – SPAB/LIB/20 ___ - ___ / _____ Dt.- _____ (for library use)

Name (Faculty/Staff): _____ Signature: _____ Dt.: ___/___/20___

Dept.: _____ Signature (H.O.D./Guide): _____

**All the entries must be legible.*

Sl. No.	Title (with ISBN)	Author(s)/ Editor(s)	Publisher	Edition & Year	No. of Copies	Estimated Cost/ Copy	Category (a/ b/ c)*
1.	ISBN:						
2.	ISBN:						
3.	ISBN:						
4.	ISBN:						
5.	ISBN:						

**(a) General Book (Mostly for one copy) (b) Text Book (Mostly for more than one copy) (c) Reference Book (Mostly for one copy)*

Lib. Asstt.

I/c (Acquisition)

Co-ordinator
(Library Services)

Dean
(Academic Affairs)

Approved

Director



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Journal Recommendation Form

No – SPAB/LIB/JR/20 ___ - ___ / _____ Dt.- _____ (for library use)

Name (Faculty/Staff): _____ Signature: _____ Dt.: ___/___/20___

Dept.: _____ Signature (H.O.D./Guide): _____

Note: 1. All the entries must be accurate & legible.

2. Submit on or before 30th Nov. every year.

3. Subscription will be considered depending upon the priority/ fund availability/ special approval.

4. Default subscription period is next calendar year.

5. Applicable for current subscription only.

*All the entries must be legible.

Sl. No.	Journal/Magazine Title (with ISSN)	Publisher	Frequency /Year	Vol. & Issue	*Subs. Mode (P+O /P/O)	Subs. Cost
1.	ISSN:					
2.	ISSN:					
3.	ISSN:					
4.	ISSN:					
5.	ISSN:					

*P+O - Print+Online P - Only Print O - Only Online

Lib. Asstt.

I/c (Serial)

Co-ordinator
(Library Services)

Dean
(Academic Affairs)

Approved

Director



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Vendor Registration Form (Books)

1.	Advertisement No. and date	
2.	Name of the Firm & Address	
3.	a. Telephone No. b. Mobile No. c. Fax d. E-mail	
4.	Are you a member of Federation of Publishers/ Booksellers Association of India (Please attach a copy of your registration letter)	
5.	Are you a distributor/dealer/stockiest/ exclusive/ preferred agent of the publishers in the area of science and technology? If so please submit the authority letters issued by the publishers.	
6.	a. Your Permanent Income Tax Account No. (PAN) b. Service Tax No.	
7.	Banker's details (A certificate issued by the banker may be attached) a. Bankers Name & Address b. Bank Account No. c. Name of the Account Holder d. Date of the opening e. RTGS f. NEFT	
8.	References of other library of national repute, where you are registered supplier (e.g. other SPAs, IITs, NITs, IIMs, Central Universities, etc.). Please attach documentary proof)	
9.	Do you have direct import license? (Please attach a copy of the same)	
10.	Do you have an account with the foreign reputed publishers for importing books directly through them? (Please furnish documentary proof)	
11.	Please furnish an undertaking on your company's letter head that you have not been debarred from any organization in the last three years for supply of books.	
12.	Experience in the field of supplying books. (Please mention number of years)	
13.	Are you able to procure books including government and society publications from abroad against a specific order and the period taken for such imports?	

14.	Annual turnover of the firm with documentary evidence for the last three financial years.	
15.	Will you be able to supply books within a period of two months from the date of issue of the order?	

Declarations:

I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority.

Mr. Designation Whose signatures are given below is an authorized representative of the firm.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above.

I/We also agree to the terms and conditions for supply of the books to SPA Bhopal.

Place:

Authorized Signatory

Date:

Firms' Seal



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Book Order Form

Ref. No. : SPAB/LIB/2014-15/B _____

Date: _____

To,
Name & Address of the vendor

Dear Supplier,

Please supply the latest edition of the following book(s) within 60 days of receipt of the purchase order and submit your invoice in duplicate to the Director, SPA Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030 (MP) , giving reference to our order no. with appropriate price proof and copy of the GOC Circular duly stamped and signed. In case you are not in position to supply the book(s), kindly intimate the position immediately. The invoice should have an undertaking on the main and second copy of the bill that **“latest edition of the book is supplied and correct price for the book is being charged”**.

Please note that the order shall automatically cancel if the supply / reply is not made within the specified period. **All matters and disputes related to purchase of books are subject to legal jurisdiction of the Courts at Bhopal only.**

S. No.	Title Details	Qty.	Price Curr.
		*Memo No. /	Date
1.			
2.			
3.			
4.			
5.			
Total:-			

(USD-US Dollar= ___; EUR-Euro= ___; GBP-UK Pound= ___)

I/c (Acquisition)



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Books Lost /Damaged Report Form

USER INFORMATION:

Roll No. /Employee Code: _____	Course/Dept.: _____
Name of Member: _____	Branch: _____
E-mail: _____	Mobile: _____
Date Reported: _____	Signature: _____

LOST/DAMAGED ITEM INFORMATION:

Accession No.: _____	Call No.: _____	Due Date: _____
Book Title: _____		
Author(s): _____	Edition: _____	
Publisher: _____	Year: _____	

PLEASE TICK MARK (✓) APPROPRIATE OPTION:

BOOK REPLACEMENT	
<input type="checkbox"/>	I will replace the lost book with an identical book (title, edition, year, etc) within 15 days of the date reported. Signature: _____
PAYMENT FOR LOST BOOK OR BOOK DAMAGED BEYOND REPAIR	
<input type="checkbox"/>	I will pay the penalty as per library rules within 07 days of the date reported.
Cost: _____	Ex.Rate _____ Dt. of Acquisition _____ No. Years: _____ Recovery Amt. (Rs.)
<i>(To be determined by Library)</i>	
Signature: _____	
PAYMENT TO RECTIFY DAMAGE TO THE BOOK	
<input type="checkbox"/>	I will pay for the cost to rectify damage to the book within 07 days of the date reported.
Cost to rectify damage _____	Signature: _____
<i>(To be determined by Library)</i>	

OFFICE USE ONLY:

Library staff may please be tick mark (✓) appropriate option and give details:	
<input type="checkbox"/>	PAID Paid Amount (Rs.): _____ Receipt No. : _____ Date: _____
<input type="checkbox"/>	BOOK REPLACED with same edition. If edition or year differs then give details below:
Library Staff Signature with date: _____	
Library Staff Name _____	: _____ I/c (Circulation)



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Library Recovery Notice

Date: ___ / ___ / ____

This is for your kind information that, Mr./Mrs./Dr. _____, _____, Dept. of Architecture/ Plannig has ___ overdue library books since last three months. Instead of several reminders the user has not returned overdue documents till date. As per the library rules & regulations, the recovery amount against her is mentioned below.

The library membership facility of the user may be withdrawn permanently and necessary action may be taken to collect the recovery amount with due intimation to library.

S.No.	Accn No.	Title	Due on
1.	_____	_____	___/___/____
		### Fine= _____ (____ Days)	
		Cost= _____ (Ex. Rate @ _____.__) (As per GOC)	
2.	_____	_____	___/___/____
		### Fine= _____ (____ Days)	
		Cost= _____ (Ex. Rate @ _____.__) (As per GOC)	

Recovery against lose of books = Rs. _____ (____ times of the cost)

Fine = Rs. _____

Total (As on today) = Rs. _____

Library Assistant

I/c (Circulation)

Coordinator (Library Services)

Dean (Academic Affairs)

Copy to: Dy. Registrar (F & A)



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Library Feedback/Suggestion Form

Dear Users,

I thank you for your continued help and support of the library and its staff. I request you to kindly give us a few minutes of your time for feedback. This feedback will help us to reflect and improve, so please offer us your views. Please tell us about things like whether the collection of books in the library meets your needs, and the overall functioning of the library system. We thank you for your support and your time.

Name:

Key Research Area:

Subjects taken:

PhD:

PG:

UG:

How often do you use the library?

Please tell us how you use library; For Research

(Please check the relevant head) For Teaching

To update own knowledge base.

Are the books in the library, sufficient to meet the needs of your research area? Yes..... No.....

Are the books in the library, sufficient to meet the needs of your subject? Yes..... No.....

Are the books in the library, sufficient to meet the needs of your students? Yes..... No.....

Please suggest the names of the books you think should be added to the existing Library collection:

For Key Research Area &

For Teaching

Any Other

Subject

- | | | |
|---------|---------|---------|
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |

Are the Journals available in the library, Adequate..... Insufficient.....
sufficient to meet the specific needs of your research area?

Are the Journals available in the library, Adequate..... Insufficient.....
sufficient to meet the needs of your subject?

Please suggest the name of the Journals you think should be added to the existing library collection?

For Key Research Area &
Subject

For Teaching

Any Other

1.

1.

1.

2.

2.

2.

3.

3.

3.

Do you find the online catalogue of library is user friendly to search for books, journals, theses etc.?

Yes.....

No.....

If No, then please give suggestions

Do you find the library cataloguing system adequate to search for books, journals, theses, etc.

Yes.....

No.....

If No, then please give suggestions

Please also give us your views and suggestions for improvement on the following areas:

- a) Reference Section
- b) Reading Room
- c) Issue / Loan Facility
- d) Stacks and Collections
- e) Ease of Use and information displays
- f) E-Journals and access of scholarly material on the WWW
- g) Any Other?

Name & Signature



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Vendor Registration Form (Journals)

Sl. No.	Item
1.	Name of the Agent/Vendor Complete Postal Address with Tel. No./ Mob. No./FAX/ E-Mail
2.	Annual Turn Over (last three years) PAN No. TIN No. RTGS/ NEFT
3.	Income Tax Return proof (latest three)
4.	Name of Publishers, whom you represent as (Attach list) i. Exclusive Agent ii. Preferred Agent
5.	Whether affiliated by "The Federation of Publishers & Booksellers Associations in India"
6.	List of Five most important Academic/Research Libraries who are your customers (Attach at least two letters from the Librarians regarding satisfactory supply)
7.	How much time you will take in supply of journals to the institute from date of publication.
8.	Certificate of successful execution of single order (worth more than 10 lakh) in respect of institutions where executed (Attach copy of orders)
9.	Name the preferred postal/courier service for the supply of print journals
10.	Library expects that all payment to the publisher would be done by electronic transfer at your own cost. Do you agree?
11.	Discount in % offered over publisher price and any other notable service offered by your firm (without affecting service quality)

Declarations:

I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority.

Mr. Designation Whose signatures are given below is an authorized representative of the firm.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above.

I/We also agree to the terms and conditions for supply of the journals to SPA Bhopal.

Place:

Authorized Signatory

Date:

Firms' Seal



School of Planning and Architecture Bhopal

Neelbad Road, Bhauri, Indore By-pass, Bhopal- 462 030

Library

Journal Agreement Format

This journal subscription agreement executed on __ __ 20__ between the **Director/Registrar, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Indore Bypass, Bhopal- 462 030 (M.P.)** (herein after referred as SPA Bhopal) on the first part.

AND

(herein after referred as the vendor) on the second part.

Whereas **SPA Bhopal** placed order to the vendor (**No. SPAB/LIB/JOURNAL-SUBS/____ dated _____**) to renew and supply the current journals for the calendar year 20__ or the period as registered in the publishers' record for each individual title and whereas the vendor has agreed to supply the journals to SPA Bhopal. The agreement is valid till the complete supply of the journals ordered to the vendor and mutual settlement by SPA Bhopal and vendor.

Now it is hereby agreed and cleared by both the parties here to as follow:-

1. Subscription:

- a. Vendor will subscribe the journals on behalf of SPA Bhopal from its own fund within two weeks from the date of the receipt of the confirm purchase order and submit invoice for reimbursement along with proofs of remittance, bank exchange rate, price and other relevant documents.
- b. Vendor has to enter the subscription in the name of SPA Bhopal in the record of the respective publisher and issue customer ID to SPA Bhopal.
- c. Vendor will charge according to the publishers' subscription rate applicable for the calendar year 20__ or the invoice issued by the publisher. The vendor must charge accordingly wherever concessional rates are available or applicable.
- d. The invoice submitted by the vendor for reimbursement must contain the title, publisher, ISSN, subscription period, subscription mode (only print/ print + free online/ print + paid online/ only online).

- e. If the vendor fails to subscribe for any title(s) for whatsoever reason within the stipulated period the order stands cancelled automatically and in that situation SPA Bhopal is free to procure such title(s) from other sources.
- f. All journals are to be subscribed for the calendar year 20__ or a complete volume as specified in the order strictly. This includes all issues and supplementary volumes, if any published during the subscription period.
- g. In the absence of satisfactory proof and regular follow-ups, the vendor will be responsible to replace the missing issues. Visit of the representative of the vendor would be a condition so that there is a continuous interaction between the vendor and library, SPA Bhopal for monitoring the supply position and services being rendered by the vendor.
- h. The vendor will provide Customer No. as well as proactive help to SPA Bhopal to enable access to electronic journals. Copy of the letter sent to publishers indicating IP ranges, e-mail address and SPA Bhopal's domain sent along with the payment should be submitted to The Director, SPA Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030 (M.P.).

2. Payment:

- a. The vendor will make payment from their own source on behalf of SPA Bhopal for all the journals ordered to supply. The payment should be remitted via Wire transfer/Electronic processing wherever possible. Afterwards the vendor will raise bills along with the proof of remittance for the amount paid along with the proof of bank exchange rate prevailing on the date of remittance of the subscription amount to the publisher concerned. Such bills will be accepted for payment against production of bank memo for verification of conversion rates charged in the invoice.
- b. The vendor has to submit valid FDR (must be issued in the name of the vendor) equivalent to the 10% of the total cost of the journals from any nationalized bank in India as security deposit.**
- c. Price of the foreign journals available in more than one currency should be billed in the currency by which the converted cost is lowest in Indian rupees or applicable for India.
- d. The SPA Bhopal will check the bills/ invoices, relevant documents in support of remittance, bank exchange rate for foreign currency conversion etc. and pass the invoices for reimbursement to the vendor at the earliest.
- e. SPA Bhopal will reimburse the vendor only in Indian currency.
- f. The vendor will submit the acknowledgement received from the publisher to the SPA Bhopal within four weeks of payment.

3. Delivery of Journals:

- a. The vendor will acquire all the print issues of the journals on behalf of SPA Bhopal from the respective publisher and supply without any additional cost maximum within six weeks of the date of publication of the issue. SPA Bhopal will bear only the postage charge levied by the publisher. The journals must be supplied through surface mail only.
- b. The vendor is responsible to follow-up to the publisher for the issues which are delayed and not received from the publisher within the expected time of delivery, with due intimations to the SPA Bhopal. The vendor shall also provide monthly status report on the supply position and also as and when required by the SPA Bhopal.

4. Missing issues:

- a. The vendor will monitor claims for missing issues of journals, if any and arrange to provide replacements within a reasonable period.
- b. If the missing issues are not supplied within the reasonable period, the vendor will refund the proportionate cost in lieu of the missing issues.
- c. SPA Bhopal has right to recover the cost of missing or unsupplied issues from the FDRs deposited by the vendor as security.

5. Delays in Vendor's Performance:

- a. The journals must be supplied to the SPA Bhopal within a period of six weeks (maximum) from the dates of their publication. If, at any time during the period of contract / agreement, the vendor encounters conditions impeding timely delivery of the journals, the vendor shall promptly notify SPA Bhopal in writing regarding the cause of the delay and its probable duration. As soon as practicable after receipt of the vendor's notice, SPA Bhopal will evaluate the situation at its discretion, extend the vendor's time for supply of the delayed journals or take any other appropriate action.
- b. If SPA Bhopal observed that the delay in supply occurred due to the negligence of the vendor despite of timely intimation, then the vendor is liable to refund the full/ proportionate cost of the unsupplied issues plus 10% penalty if the supply period exceeds six months beyond the date of publication.
- d. The supply period can be extended in case of late publications or misplaced in transition or due to some other genuine reasons acceptable to SPA Bhopal.

6. Termination for default:

- a. SPA Bhopal may, without prejudice to any other remedy for breach of the contract/agreement/supply order, by written notice of default sent to the vendor, terminate the contract/agreement in whole or part if the vendor fails to deliver or arrange to deliver the journal issues within three months from the dates of their publication, or within any extension thereof granted by the SPA Bhopal. In such case(s) of termination, SPA Bhopal will not take any responsibility for the costs incurred by the vendor for the supply of the undelivered journals, which are covered under the termination and no payments will be made for recouping such costs.
- b. In case of termination of the contract/ agreement in whole or part by SPA Bhopal due to poor supply/ service, the vendor must refund the amount of missing issues/ unsupplied issues paid in advanced within one month of the date of termination.
- c. In the event, SPA Bhopal terminates the contract/ agreement/ supply order in whole or in part, SPA Bhopal can procure the undelivered journals through any other vendor upon such terms and in such manner, as it deems appropriate. However, the Vendor shall continue to supply other journals ordered with it, which are not covered under the termination.

7. Online Activation:

- a. The vendor has to inform SPA Bhopal about the activation of free/ paid online access of the foreign/ Indian journals. The vendor would also inform about any complementary/ supplementary journals/ issues due to SPA Bhopal along with subscribed titles during the subscription period.
- b. Free/ paid online access to journals where ever applicable with the print order has to be IP authenticated on the following ranges of IP address of School of Planning and Architecture Bhopal:

IP Ranges – 112.133.243.050-062 & 014.139.241.241-254 (subject to addition or change)

- c. Activation of online journals has to be done by the vendor without charging any additional service charges. The vendor is also responsible to restore the access if there is any addition or change in IP ranges upon immediately informed by SPA Bhopal.

- d. In case, the vendor failed to provide online access within 45 days from the date of payment, SPA Bhopal has a right to impose a penalty of 2% of the subscription cost where the online access is free and 10% where the online access is paid.
- e. In case of perpetual access the vendor is liable to co-operate SPA Bhopal to restore the access even if the vendor doesn't have any business with SPA Bhopal in future.
- f. The vendor will provide all the facilities of subscription model/ license agreement with the publishers wherever applicable.

8. General:

- a. The vendor has to enter into an agreement with the Director, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030 (M.P.) on a non judicial stamp paper of Rs. 100.00, the cost of which has to be borne by the vendor itself.
- b. The Director, School of Planning and Architecture Bhopal, Neelbad Road, Bhauri, Bhopal- 462 030 (M.P.) reserves the right to accept or cancel/ reject any or all items of the order at any stage without assigning any reason. Decision of the Director, SPA Bhopal on any dispute related to this deal shall be final and binding.
- c. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Director of the SPA Bhopal shall be the final and binding to the vendor including fixing of penalty for any violation of this agreement.
- d. All matters and disputes related to journal subscription are subject to legal jurisdiction of honorable High Court, Indore/Jabalpur.

I agree to abide by all the Terms and Conditions mentioned above.

Director/Registrar, SPA Bhopal

Vendor

(Seal and Signature)

(Name, Seal and Signature)

Signed in the presence of

Signed by the above named vendor
in the presence of

Signature of the witness and address

Signature of the witness and address

1.

1.

2.

2.