Library Management

Dr.K.S.Shivraj
Dr.T.V.Rama Krishna

CENTRAL LIBRARY
KONERU LAKSHMAIAH EDUCATION FOUNDATION
(Deeemed to be University estd. u/s.3 of the UGC Act. 1956)
Accredited by NAAC with 'A' Grade, Approved by AICTE, ISO 9001-2015 Certified
Green Fields, Vaddeswaram, Guntur District, Andra Pradesh – 520 502

2018

Library Management: A Manual

Dr.K.S.Shivraj and Dr.T.V.Ramakrishna

© 2018
Central Library
Koneru Lakshmaiah Education Foundation
Green Fields, Vaddeswaram,
Guntur Dist, Andhra Pradesh-522502

No part of this book may be reproduced, in full or part or photocopied or stored, in any form, without prior written permission of the Copyright holders.

Published by

Central Library
Koneru Lakshmaiah Education Foundation

ISBN:978-81-930638-4-2

Preface

A Manual is a document that provides practical instructions or procedures or guidelines on how to do or how to use something The Library Manual is intended to be a practical guidebook for the library professionals and staff working in the KL University Library. It specifies the procedures followed and the standardised formats and records used for each library operation. It helps new staff members understand the various activities of and procedures followed in the KL University Library. It covers procedures for purchasing library documents, their technical processing including classification and cataloguing, procurement of print and online periodicals, organising them for their easy access, providing library services to the users covering circulation of documents, maintenance, retrieval and dissemination of information to the users.

The Manual is divided into ten chapters. The first chapter provides brief introduction of KL University and its resources, constitution of Library Advisory Committee and its functions, library best practices and working hours, membership, and general rules and regulations. The second chapter very briefly explains about the library budget and its forecasting. The third chapter covers acquisition of books and book like materials for the library encompassing modes of book selection, purchase of books and non-book materials, accessioning and bill processing for payment.

The fourth chapter concisely describes the technical processing of acquired documents covering classification and cataloguing. The fifth chapter presents the procurement of periodical publications, their subscription and renewal modes, ordering, terms/ conditions for supply of periodicals, replacement or refund for missing issues, and periodicals procurement through membership. The sixth chapter deals with various services offered by university libraries. The circulation service is dealt in detail covering loan privileges; issue, return, renewal and reservation of documents; as well as loss of documents and reconciliation, rules and regulations of circulation and inter library loan service. Other services like reference, photocopying/printing, Web OPAC, digital library and online search, institutional repository, digital archiving of theses and dissertations, NPTEL and e-learning, multimedia resources, current awareness, standards and patents information, and user education programs.

Maintenance of documents is dealt with in the seventh chapter. It covers shelving and shelf rectification, procedures for stock verification, action on lost documents, binding of back volumes and torn or worn out documents and weeding out of obsolete documents. The optimal utilization of library resources through information literacy and publicity programmes is discussed in the eighth chapter. The ninth chapter covers types of library statistics and procedures for library usage and data analysis. Library audit and auditable documents in library are dealt in the last chapter.

Dr.K.S.Shivraj
Dr.T.V.Rama Krishna

Abbreviations

AACR II	Anglo-American Cataloguing Rules, Second Edition
ACM	Association for Computing Machinery
AICTE	All India Council for Technical Education
ANSI	American National Standards Institution
ASCE	American Society for Civil Engineers
ASME	American Society for Mechanical Engineers
ASTM	American Society for Testing and Materials
BB	Book Bank Collection
BSB	Book Supply Bureau
B.Tech	Bachelor of Technology
CAS	Current Awareness Service
CD/DVD	Compact Disk/Digital Versatile Disk-Read Only Memory
CMIE	Centre for Monitoring Indian Economy Pvt. Ltd.
EBSCO	Elton Bryson Stephen Company
GIST	Global Information Systems Technology
HOD	Head of the Department
ID	Identification
IEEE	Institute of Electrical and Electronic Engineers
IHS	Information Handling Service
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
ILL	Inter Library Loan
ISO	International Organisation for Standardisation
IR	Institutional Repository
JET	J-Gate Engineering and Technology
LMS	Library Management System
JSMS	J-Gate Social and Management Sciences
KLCE	KL College of Engineering
KLU	KL University
LAC	Library Advisory Committee
LCSH	Library of Congress Subject Headings
MHRD	Ministry of Human Resource Development
MIT	Massachusetts Institute of Technology
M.Phil	Master of Philosophy
M.Tech	Master of Technology
MS	Manuscripts Collection, MicroSoft
NAAC	National Assessment and Accreditation Council
NIC	National Informatics Centre
NPTEL	National Programme on Technology Enhanced Learning
OCW	Online CourseWare
OPAC	Online Public Access Catalogue
PAN	Permanent Account Number
PDF	Portable Document Format
PG	Post Graduate
PhD	Doctor of Philosophy
PIS	Patent Information System
R	Reference Collection

R&D	Research and Development
RFID	Radio Frequency Identification
SDI	Selective Dissemination of Information
S&T	Science and Technology
TB	Text Book Collection
UDC	Universal Decimal Classification
UG	Under Graduate
UGC	University Grants Commission

Contents

1. INTRODUCTION **1**

1.1 University Libraries 1

1.2 KL University Library 1

1.3 Terminology 1

1.4 Library Advisory Committee 2

1.5 Best Practices 3

1.6 Library Rules 4

2. LIBRARY BUDGET **6**

2.1 Budget Forecasting 6

3. ACQUISITIONS **7**

3.1 Introduction 7

3.2 Modes of Book Selection 7

3.3 Purchase of Books and Non-Book Materials 7

3.4 University Question Papers and Project Reports 10

4. TECHNICAL PROCESSING **11**

4.1 Classification 11

4.2 Cataloguing 11

5. PERIODICAL PUBLICATIONS **12**

5.1 Introduction 12

5.2 Purchase of Periodicals 12

5.3 Periodicals Procurement through Membership 13

6. LIBRARY SERVICES **14**

6.1 Introduction 14

6.2 Circulation Service 14

6.3 Inter Library Loan Service 17

6.4 Reference Service 17

6.5 Photocopying/Printing Service 18

6.6 Web OPAC Service 18

6.7 Digital Library and Online Search Service 18

6.8 NPTEL E-Learning Service 20

6.9 Multimedia Resource Service 20

6.10 Current Awareness Service 20
6.11 Standards/Patents Information Service 21
6.12 User Education Programs 21
6.13 Feedback from Users 21
7. MAINTENANCE OF DOCUMENTS 22
7.1 Introduction 22
7.2 Shelving and Shelf Rectification 22
7.3 Stock Verification 22
7.4 Care of Documents 23
7.5 Binding of Back Volumes and Documents 24
7.6 Weeding Out of Obsolete Documents 24
8. LIBRARY PUBLICITY 26
8.1 Importance 26
8.2 Organization of Information Literacy Programmes 26
8.3 Publicity Programmes 26
9. LIBRARY STATISTICS 28
9.1 Types of Statistics 28
9.2 Procedure for Library Usage Analysis 28
10. LIBRARY AUDIT 30
10.1 Audit Systems 30
10.2 Auditable Documents in Library 30
APPENDIX: FORMATS 32

1. INTRODUCTION

1.1 UNIVERSITY LIBRARIES

Libraries are ever growing entities. In academic institutions, libraries play a dual role of supporting the university's curricula, syllabi for students and research by the faculty and research scholars. A university library has to fulfill educational and research objectives. It facilitates the students in accessing learning material as prescribed in the syllabus that are needed for class work and the faculty for their study, teaching and research.

1.2 KL UNIVERSITY LIBRARY

The KL University had its humble beginnings in the KL College of Engineering (KLCE), established in the Academic year 1980-81 by the Koneru Lakshmaiah Charities Trust (later Koneru Lakshmaiah Education Foundation in 1996). Over the 35 years of continuous growth and profound impact on the society, the institution has transformed in to the KL University.

Over the years, the KLCE Library with its modest collection has come a long way. The KL University Library now holds nearly 1.70 lakh books; about 30 lakh World e-books; 487 print periodicals including 280 national and 104 international journals, and 103 national magazines; 5677 back volumes of journals, nearly 5659 project reports, theses and dissertations; and about 10307 CD/DVD-ROMs. The Library provides access to 35,199 e-journals covering ASCE, ASME, ASTM, CMIE, EBSCO Art & Architecture, EBSCO Business Source Elite, EBSCO Hospitality & Tourism Complete, GREENR, IEEE, J-GATE (JET), J-GATE (JET, JSMS), Manupatra, McGraw-Hill Access Engineering, Nature Biotechnology, Oxford University Press, and Springer, and SCOPUS abstract and citation database. The library has a seating capacity of 1600 and subscribes. The library provides a host of services to its Faculty, Scholars, Staff and Students. It has over fifteen Departmental Libraries. The University is ISO 9001:2008 certified and accredited 'A' Grade by the National Assessment and Accreditation Council (NAAC) and approved by the University Grants Commission (UGC).

1.3 TERMINOLOGY

1.3.1 Library

A Library is a place of systematically organized documents in which reading materials like books, monographs, periodicals, magazines, newspapers, databases, audio and visual materials in print and electronic formats.

1.3.2 Users

Library users can be grouped into a number of categories:

(a) ***Library Members:*** These are persons entitled to borrow library documents for use outside the library premises. In an academic library like KL University Library, users include all the students, faculty, research scholars and staff. **The University Identity**

Card enables them, as Members of the Central Library, to avail all the library services including drawing books.

(b) ***Casual Members:*** Persons entitled to use library documents within the library premises only.

(c) ***Temporary Members:*** Persons entitled to utilize library facilities only on special permission granted by the Head of the University for a short period are referred to as *Temporary Members.*

1.3.3 Documents

Library documents encompass all types of printed, electronic, optical, microform resources viz. books, e-books, open access publications, monographs, magazines, periodicals, e-journals, reports, theses and dissertations, patents, newspapers, newsletters, conference proceedings, standards, specifications, databases, etc.

1.3.4 Librarian

A professionally qualified officer appointed by the Head of the University to look after the management of the library and is referred to as Head of the Department (HOD).

1.3.5 Open Access System

The KL University library follows open access system with the following characteristics:

(a) Documents are shelved in open racks free from doors and locks.

(b) Users are admitted into the stack area without any restrictions.

(c) Users are provided freedom for browsing or accessing documents in any part of the library including Digital Library, and

(d) Users are provided liberty to chose and pick any document for study or get it issued from the Circulation Counter for study at their convenience.

1.4 LIBRARY ADVISORY COMMITTEE

The Head of the University appoints a Library Advisory Committee (LAC) consisting of a Chairman, and representatives from all Schools, Colleges and Departments of the University as members. In addition to these, student representatives are also included in the LAC. The Librarian is the user Secretary of the Advisory Committee. The LAC essentially advises and guides the University Library in its activities and services.

1.4.1 Functions of LAC

The main functions of the LAC are:

(a) Laying down the general library policy and sound library rules,

(b) Providing support to important decisions for improving the library services,

(c) Laying down and reviewing the procedures for optimizing efficiency and usage of the library services and products,

(d) Scrutinizing the demands for acquisition of documents and making necessary recommendations for approval for balanced growth of library collection,

(e) Deciding upon the obsolete documents and other materials to be weeded out from the library,

(f) Determining the infrastructure, equipment, furniture, space, environment and other facilities required for efficient running of the library, and

(g) Dealing with any other matter concerning the library that may arise from time to time.

1.5 BEST PRACTICES

The Central Library of KL University has implemented best practices in terms of using Standard Formats and Procedures for all library activities and follows Policies that are well publicized. These include

(a) Computerization of library with standard digital software.
(b) Inclusion of comprehensive information about the library, resources, facilities and services in the University website and prospectus.
(c) Compiling student/teacher attendance statistics and displaying the same on the notice board.
(d) Displaying newspaper clippings on the notice board periodically.
(e) Display of career/employment information/ services.
(f) Internet facilities to different user groups.
(g) Information literacy programs.
(h) Suggestions register for timely response.
(i) Displaying new arrivals and circulating a list of those to academic departments.
(j) Conducting book exhibitions on different occasions.
(k) Organizing book talks.
(l) Organizing competitions annually.
(m) Conducting user surveys periodically.
(n) ***Instituting Annual Best User award for students.***
(o) ***Best Library staff award for every month/year.***
(p) ***Remote access service to the users.***
(q) ***KLEF Library App – A mobile access technology.***
(r) ***Conducting of International Conference/National workshop on Scholarly Communication.***
(s) ***Screening of Academic videos daily in the Media Resource Centre.***
(t) ***Author of the Month programme.***

1.6 LIBRARY RULES

Library Rules are necessary for efficient working, provision of services, hassle-free access to library holdings and to inform dos and don'ts to the library users. These are explained to freshers joining the University in the orientation programme and at the time he/she is enrolled as a user of the library.

1.6.1 Working Hours

(a) The library is kept open on all working days from 7 AM to 10 PM. On Sundays and holidays it will remain open during 9 AM to 5 PM.

(b) The counter transactions, *i.e.,* issue and return of documents, shall be between 7 AM to 6 PM on weekdays and 9 AM to 5 PM on Sundays and holidays.

1.6.2 Library Membership

The membership of the Central Library is open to all the students, research scholars, faculty and staff of KL University.

1.6.3 Admission to Library

All members desirous of using the library shall swipe the University RFID Card at the RFID Card Reader at the entrance.

1.6.4 General Library Rules and Regulations

1. Faculty members, non teaching staff, research scholars and students of KLU are allowed to use the library. Members should always carry their ID cards while using the library.
2. All users visiting the library should use combo card at the access-control door every time.
3. All users must follow the dress code of the University and should observe strict silence inside the library.
4. Engaging in conversation/discussion/group study inside the reading halls is strictly prohibited. Discussion is permitted only in the designated Discussion Rooms.
5. Users are responsible for books issued against their membership. If the issued document is found mutilated or seriously damaged on return, the users will be held responsible for the damage and will have to replace the same or pay four times the present cost of the mutilated book.
6. Loss or damage to library material on loan to a user should be reported immediately. The user must pay the cost of replacing a lost or seriously damaged book or other item in addition to paying fine.
7. All users leaving the library must show all books, folders, papers, etc. in their possession, whether these belong to the library or not, at the counter of the reading hall. Users are also required to open for inspection any receptacle carried out of the library.

8. Books, journals, etc. taken from the shelves for reading should be left on the tables after use and 'not' to be replaced on the shelves.
9. Users should not write in, mark, fold, damage, disfigure or make any mark upon any document or furniture of the library.
10. Mobiles phones are to be switched of or to be kept on silent mode in the library reading halls; their use in library is strictly prohibited.
11. Computer terminals should be used are for educational purpose only.
12. Chairs and tables and other library equipment, fittings and furniture should not be marked, defaced, or disarranged.
13. Users are not allowed to bring personal belongings like bags, briefcases, handbags, umbrellas, aprons, personal books or other receptacles inside the library. They are to be kept at the Property Counter only.
14. The library cannot be held responsible for their loss of personal belongings like watches, pens, pen drives, wallets, cell phones, etc left unattended on tables, etc.
15. Copyright Law should be strictly observed by all library users when making copies of library materials.
16. Users should not carry books from one floor to another. They should leave the books on the reading table after use.
17. Users are not to share their net access ID and password with other students.
18. Users must return the document(s) in their possession to the library, when called for by the library for stock verification.
19. Users violating the rules of the library shall be liable to forfeit the privileges of the library, its services and their membership is liable for termination.

2. LIBRARY BUDGET

2.1 BUDGET FORECASTING

The Librarian considers the following factors while drafting the budget requirements of the library for the ensuing year:

(a) Type of services being provided by the library and new services, if any, to be started in the ensuing year,

(b) Increase in the memberships of the library,

(c) New projects undertaken by Faculty or completion of ongoing projects,

(d) Addition of new courses in other subject fields

(e) Increase in the intake of students,

(f) Increase in the cost of library documents,

(g) Inflation and change in foreign currency exchange rates,

(h) Addition/deletion of titles in the current subscription list of periodical publications,

(i) New databases to be subscribed,

(j) Requirements for binding of worn/torn books and back volumes, and

(k) Enhancement of infrastructure in terms of equipment, if any, to be procured for the library including PCs, printers, photocopiers, etc.

The Librarian also works out the amount to be spent on various types of documents, i.e., books, online and print periodicals, newspapers, magazines, etc. The budget estimate, calculated is sent to the Competent Authority for approval. The approved budget is spent as per the planned requirements.

3. ACQUISITIONS

3.1 INTRODUCTION

Acquisition Section procures library documents -books and non-book material to build the collection or add stock to the library. Acquisition functions include selection of documents as well as suppliers, verification, placing purchase orders, receiving, accessioning, and providing information to indenters regarding status of ordered documents, and processing bills for payment.

The Librarian takes into consideration the AICTE Norms, relevancy of the titles, books already available on the same subject and funds available. General interest and reference needs of the users are also taken into consideration by the Librarian. The circulation record and/or document issue register can also be used to find out the books in more demand.

3.2 MODES OF BOOK SELECTION

There are two modes of selecting books. In the first mode the Faculty members know about the books from such sources as journal articles, conference proceedings, brochures sent to them by publishers, and the Web. They send their requisitions to the library in prescribed requisition forms and the library decides the suppliers who are best suited to supply the books. In the second process, suppliers show copies of their books to the Faculty members and the faculty members recommend some of these books for procurement by the library. Books are also selected from the Technology Book Fairs organised in the University from time to time where the Faculty and users scan, browse, and then recommend relevant documents to be purchased for the library.

3.3 PURCHASE OF BOOKS AND NON BOOK MATERIALS

The details of the materials required are forwarded to the Librarian by respective departments two months before the beginning of the semester through the Requisition Form for Books and Non-book Materials (**KLU LB01)**. The most suitable titles or required books, e-books, CD/DVD-ROMs, audio and video cassettes, if any, to meet the current needs may be identified from the following sources:

a) Catalogues from various publishers & books sellers

b) Advertisements in various magazines

c) The syllabi from the university

d) Websites of publishers and book sellers

e) Book exhibitions

In addition to this, the requirements are also received through **KLU LB01** form from departments and faculty as and when need arises.

To avoid duplication, each title is thoroughly checked from the library catalogue (OPAC), list of ordered books, the list of books recently received and the books under technical processing.

The Librarian consolidates the requirements received from various departments and submits the consolidated statement to the Associate Dean, Library and Dean P&D for approval by Competent Authority as per **KLU LB02.**

3.3.1 Placing Purchase Orders

Librarian maintains a list of approved book suppliers as per **PR 01** approved by the General Manager, Purchase. Selection of suppliers is made on the basis of suppliers' past services provided to the library, distributorship of publishers, infrastructure available with them, and discount offered. Based on specific problems in the supply, decision to remove them from the list is taken as approved by General Manager, Purchase. New suppliers are considered based on their contacts and performance in first supply due to non-availability of specific books from the existing suppliers or their contacts and better discount pattern.

After getting the approval from the Competent Authority, the order will be released from the office of the General Manager, Purchase. Orders placed indicate the details of material required along with terms and conditions applicable.

Two categories of suppliers, approved and registered, supply books to the KL University Library. Approved suppliers are those who have obtained approval from KLU Authority and registered suppliers are those who participate in the Technology Book Fairs. The same procedure is followed for placing purchasing orders for books requisitioned by Faculty and books selected from Technology Book Fairs.

3.3.2 Terms and Conditions for Supplying Books

(a) **Acknowledgement and Acceptance of the Order**: The supplier should acknowledge the receipt of the order by returning the signed duplicate copy within 15 days of the date of the purchase order and confirm whether he is willing to accept the order.

(b) The supplier should deliver latest editions of 'new books' only and not 'used and/or second hand books'.

(c) **Delivery Period:** Books covered by this purchase order must be supplied on or before the date of delivery period. The delivery period from the date of the purchase order is one month for Indian publications; for foreign publications, it is two months from the date of the purchase order.

(d) In case some of the books cannot be supplied within the delivery period, extension of delivery date must be obtained from Librarian in writing. The delivery date may be extended by the Librarian at his/her discretion if the supplier requests for an extension before the order expiry date, citing valid reasons.

(e) The purchase order is deemed to be cancelled if the delivery is not made within one month after the expiry of the stipulated delivery date, and also if the supplied books are not conforming to specifications or not in good condition and are not replaced within one month's time.

(f) **Consignee and Mode of Despatch:** The books should be consigned to the Librarian, KL University, Vaddeswaram, Guntur, AP-522502 through Speed Post, Courier, Registered Post, Registered Parcel or in person. Delivery by train is not accepted.

(g) The supplier should quote the Purchase Order number and date in the bill/invoice.

(h) Proof in support of the prices charged, i.e., a photocopy of publisher's invoice/catalogue should be attached along with the bills.

(i) Conversion rates of foreign currencies will be charged as per bank rates, as announced on RBI web site, prevailing on the date of the bill. A certificate should be enclosed with the bills to this effect.

(j) Bills are to be addressed to the Librarian, KL University, Vaddeswaram, Guntur, AP-522502

(k) For any dispute/arbitration, the legal jurisdiction will be that of the judicial courts at Guntur, AP only.

(l) The supplier should have Permanent Account Number (PAN) the proof of which will be furnished to library or a copy of Income Tax receipt for the preceding year.

3.3.3 Checking Physical Layout of Books and Price Proofs

Before taking the books on charge, physical and general makeup is checked and also whether the font and type size used in the printing is clear and legible, the quality of paper and binding is good, whether it is furnished with index, maps, compact discs, etc. Defects and damages are also checked so that these could be returned to the suppliers.

The books are supplied along with pre-receipted bills in quadruplicate and price proof. The bills are checked with supply order to ascertain the ordered books are only delivered. Book supplier has also to certify on the bills that the prices charged are correct and supplied books are the latest copies and not remaindered titles.

The price proofs are to be verified by the Librarian with the help of one of the following sources:

(a) Publisher's latest catalogue,

(b) Publisher's invoice (in original) to the dealer,

(c) Book jackets,

(d) Price given on the verso of the title page, or

(e) Any other documentary proof that the price charged by the supplier is correct.

3.3.4 Accessioning of Documents

The details of books received as per the purchase order are entered in Library Books Stock Register **(KLU LB03)**. The details of accepted non-book items are entered Non Book Materials Stock Register (**KLU LB04)**.

Every document added to the library collection will have a unique serial number called Accession Number. All the bibliographic details of purchased documents like accession number, author, title, sub-title, edition, volume number and part number (for multi-volume documents); name of the publisher, place and year of publication; pagination, call number, bill/invoice number, price in foreign and Indian currency etc are all recorded in the Library Books Stock Register (**KLU LB03)**. A unique barcode is generated for each book

using in-house software and pasted on its spine. A Book Card (**KLU LB05)** is prepared and a Due Date Slip (**KLU LB06)** is pasted.

After entering the details of documents in the Stock Register, library ownership stamp is affixed on the verso of the title page. Accession number is to be assigned on the title page, secret pages of the book, and also against each title of the book in the bill/invoice.

3.3.5 Reference Books

Books falling under the following criteria are brought under Reference:

a) Any book costing more than Rs.2000/-

b) Books that are rarely available

c) Prescribed text books (if there is only one copy)

d) Encyclopedias, Dictionaries, Handbooks and Manuals

The above categorized books are marked with "Reference Only" seal in the title page and stacked separately in the Reference Section.

3.3.6 Bill Processing

The supplier should submit the bill in triplicate mentioning the Order no. and date. The bill should accompany the relevant challan in duplicate along with the supporting documents of copy of the original import invoices or current publishers' catalogue or publisher's price list. A certificate should also be attached by the supplier to the effect that the prices quoted are correct.

If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition Section will process the bills and forward the same within seven days to the Accounts Section for payment.

After accessioning the documents are sent to Technical Processing Section for classification, cataloguing and entering bibliographic details into the LMS system.

3.4 University Question Papers and Project Reports

The University examination question papers of previous years are collected and listed branch-wise, year-wise and semester-wise and recorded in the **Stock Register for University Examination Question Papers (KLU LB07)**. These are maintained in the Library for reference.

The Library receives Project Reports from the B.Tech and M.Tech students. These are entered in the **Project Report Stock Register (KLU LB08)**.

4. TECHNICAL PROCESSING

Technical Processing i.e., Classification and Cataloguing makes a bridge between Acquisition of documents and their Circulation. It also plays a vital role in the functioning of library services smoothly and effectively.

4.1 CLASSIFICATION

Classification is a process for assigning a Call Number to a document, which fixes its position in the rack among the titles on the same subject. Call Number consists of three parts, Class Number, Book number and Collection Number. The Class Number denotes the subject of the document (main subject is a document deals with more subjects). The Book Number usually contains three alphabets such as first three letters of first author (or title when there is no author) or initials of author. There are many variations. The KL University Central Library, a unique method is used. Two initials of author (in rendered form) and the first letter of the title are used to synthesize the book number. The Collection Number is used for special collections like Book Bank, Manuscripts, Reference, Textbook Collection, etc. In the KL University Central Library, the twenty-third edition (Ed. 23) of the Dewey Decimal Classification is being used for classification of books.

After the document is received from the Acquisition Section, the classifier should check from the OPAC if the title is newly added or already available in the library. In case the document is an additional copy or a new edition of an existing document, the call number of the available document should be given to the new document. Otherwise, a new call number has to be constructed and assigned to the document.

Classification helps the users in finding a document whose call number is known and to find out all documents on a given subject together. Another important purpose is that the document gets a unique place on the shelf (rack) facilitating easy location and retrieval.

4.2 CATALOGUING

The Central Library of KL University follows AACR-II for cataloguing of books and book-like materials. AACR-II provides complete guidelines for the cataloguing of the library materials. Before cataloguing, a cataloguer should examine the subjects that are auxiliary to the main subject. This makes it possible for the cataloguer to provide adequate keywords enabling users in locating the documents of their interest. The work involved in cataloguing also covers preparation of subject headings following Library of Congress Subject Headings to facilitate optimal utilization of resources as users always search by interested subjects.

The library Online Public Access Catalogue is updated in the LMS system. The newly added books are sent to New Arrivals display racks. Information regarding new arrivals is displayed in the Library Notice Board. Users are informed by phone or email about the availability of the documents suggested by them. The information about newly added documents are displayed on the library portal and the same is forwarded to the Heads of Departments. The new books are displayed in the new arrival rack at least for a period of one week after which these are sent to the Circulation Counter for issue to the users.

5. PERIODICAL PUBLICATIONS

5.1 INTRODUCTION

Scientific periodicals or journals are serials publications that are published by professional societies, institutions and commercial publishers. These publish nascent primary research results and are very important for teaching as well as R&D work. Periodicals publishing information relevant to the subject fields and research projects undertaken by the university are subscribed to the library. Apart from print journals, e-journals containing full-text research articles, abstracting and indexing databases and magazines are also subscribed by the library.

5.2 PURCHASE OF PERIODICALS

The process of periodical acquisition begins with the arrival of a request for procurement from a Department. Also whenever a new Department or subject is added to the existing, a necessity will arise to subscribe to the primary research periodicals for that subject field or Department. Further, AICTE/ UGC norms are to be fulfilled by all universities and academic institutions. Periodicals requirements are to be submitted in the prescribed form **Purchase of Print Periodicals and E-Resources (KLU LB09).** In addition to this, the requirements are also received from individual departments and faculty as and when need arises.

5.2.1 Subscription/Renewal Mode

There are different routes for subscription or renewal of periodicals. These include local suppliers/subscription agents, direct from publishers, exchange with institution's publications, and through membership.

The most common modes of subscription or renewal are ordering through local suppliers/subscription agents or ordering direct from publishers.

5.2.2 Placing Purchase Orders

After receiving requests from various departments, a **Consolidated List for Purchase of Print Periodicals and E-Resources (KLU LB10)** is prepared by the Librarian. This list will be put up through Associate Dean, Library and Dean, P&D for approval by Competent Authority. The Librarian forwards the details of approved periodicals to the Accounts Department for preparing DDs and releasing subscription/renewal orders.

5.2.3 Terms/Conditions for Supply of Periodical Publications

Following points are to be taken in to consideration for supply of periodicals for the library:

(a) The subscription agent should charge publishers' current subscription rates and postage (for print) as indicated in the publishers' catalogues.

(b) The conversion rates charged in invoice for advance payment by the agent shall be valid for a period of 60 days.

(c) The library will pay full amount of subscription in Indian currency at the rate of conversion fixed by the RBI prevailing on the date of invoicing. Any subsequent change in the rate of subscription/ postage/ conversion shall he claimed by the agent by raising a supplementary invoice.

5.2.4 Registration of Periodicals

The details of approved titles subscribed/renewed are entered into the **Periodicals Entry Register (KLU LB11).** The individual issues of each periodical received in the Library are entered in the Periodical Entry Register. The stamp of the name of the library is affixed on the covers and inside of all issues and the date of receipt is recorded. Periodically, a reminder for missing or non-received issues is sent to each supplier.

5.2.5 Replacement/Refund of Missing Issues

Although most periodical publishers/ suppliers are prompt in mailing the issues, sometimes due to various reasons like loss in transit, late publication, supplier's oversight, some issues are not received in the library. The supplier is requested for replacement of the issues. In case missing issues cannot be replaced, the supplier should ask the publishers to extend the subscription period proportionately. Alternatively, the supplier has to refund the proportionate cost of the missing issues so that there is no monetary loss to the University. The details of refund cheque/ credit note should be recorded in the **Periodicals Entry Register (KLU LB11).**

5.3 Periodicals Procurement through Membership

A number of professional associations, institutions and organizations are involved in R&D and publishing monographs, books, reports, journals, etc. Some of such professional bodies are ACM, AIP, ASM, ASME, ASTM, IEEE, IOP, etc. These offer membership to libraries or their parent institutions. They charge an annual membership fee and supply their newsletters, periodicals, reports, conference proceedings, books, etc either free of cost or at concessional rates. Libraries can save a substantial amount by becoming institutional members of these bodies. These agencies also allow participation in their seminars, symposia, conferences, etc at reduced participation rates, generally around 25% lower than the ordinary rates. Libraries, sometimes, face problems in acquiring publications originating from these bodies. Therefore, their publications can be obtained through membership.

Publications received through membership should also be accessioned in the **Periodicals Entry Register (KLU LB11).** A reference should be made in the remarks column for the payment of membership fee.

6. LIBRARY SERVICES

6.1 INTRODUCTION

Libraries hold vast information resources. Libraries regularly bring out services to inform the users of latest developments and availability of newly acquired documents for use. These services assist the users in pursuit of and access to required information and keeping them informed of latest developments in their subject fields.

The Central Library of KL University provides value added services including

a. Circulation Service
b. Inter Library Loan Service
c. Reference Service
d. Photocopying and Printing Service
e. Web OPAC Service
f. Digital Library/Online Searching Service
g. Institutional Repository
h. NPTEL E-Learning Service
i. Multimedia Resource Service
j. Current Awareness Service
k. Standards/ Patents Information Service
l. User Education Programme

6.2 CIRCULATION SERVICE

The image of library depends upon the functions of Circulation Section because a majority of the users in academic libraries interact with the staff of this Circulation Section. For library transactions (i.e., for issue and return of documents), the Central Library Counter is open between 9 AM and 6 PM on all working days and 9 AM and 5 PM on Sundays and holidays.

6.2.1 Loan Privileges

Any of the students, scholars, staff and faculty with a valid RFID-enabled Identity (ID) Card of KL University is entitled to borrow, renew, reserve and return the library documents on or before the due date. The library issues documents—books, back volumes, CDs/DVDs and audio cassettes to borrowers for a definite period as under:

Borrowers Type		No. of Books	Loan Period	Overdue Charges
Faculty Members		10	One Semester	Not Applicable
Non Teaching Staff		4	One Semester	Not Applicable
Research Scholar		8	90 days	Not Applicable
PG Students		8	14 Days	Rs.2/- Per day
UG Students		4	14 Days	Rs.2/- Per day
Non Book Materials	Faculty	2	2 Days	Not Applicable
	Students	2	2 Days	Rs.2- per day

6.2.2 Issue of Documents

Books, back volumes, CDs/DVDs and audio cassettes are issued to students, faculty and staff against a valid RFID Card of KL University. An RFID tag is affixed to each of the library documents which hold the accession number of the document and other relevant information. For issue of documents, the users' ID and the document are scanned or swiped at the RFID Card Reader; the document is matched and recorded in the issue status in the ERP system. As per the advice displayed in the system, the books are issued after getting the users' signature on Book Card **(KLU LB05)**. The due date seal is stamped on the Due Date Slip **(KLU LB06)**. If the student or staff requests for issue of reference books, they will be issued only for overnight reading and the details of book issued are recorded in the **Temporary Issue Register for Overnight Reading** (**KLU LB12)**.

6.2.3 Return of Documents

The library documents returned on or before the due date are acknowledged through LMS system by scanning or swapping the document and user's ID. If the documents are not returned or renewed on or before the due date, an overdue charge/fine of Rs 2/- per each day is charged from the defaulting user and recorded in the **Due Date Fine Register (KLU LB13)**. The collected fine amount is remitted at the University Office on the next day, recorded in the register and the receipt received from the Office is filed.

Whenever any specific demand for a particular book arises, the book holder (student/faculty) is advised to return the books before the due date.

6.2.4 Renewal of Documents

Normally renewal is done for a book for another period if there is no demand from other students/faculty.

6.2.5 Reservation of Documents

Users can reserve the document(s) they desire to borrow which are issued to other users by filling in the prescribed **Document Reservation Form (KLU LB14)/online.** The user will be intimated over phone or email as and when the reserved document is returned and is available for issue. The reservation will be made on first-come-first-served basis.

6.2.6 No Due Certificate

All Schools, Colleges, and Departments of the University will ensure that a No Dues/No Demand Certificate is obtained from the Library by students, scholars, staff and faculty working under them on their completion of studies, research or resignation or superannuation.

6.2.7 Loss of Documents

Occasionally a borrower loses a document or damages it. If the document is damaged, the action depends upon the extent of damage; if it is a minor damage, it can be repaired locally. If the document is lost or seriously damaged, the users must:

(a) Replace the latest library edition of the lost document or

(b) If document is out of print, pay two times the latest known price of the document.

(c) In case of loss of any issue of a periodical, it has to be replaced or cost of the entire volume must be paid.

(d) In case of loss of a single part of a multi-volume publication, the volume has to be replaced or cost of the entire set will be recovered from the borrower.

(e) The library will suspend all its services to the defaulters till the recovery is made and the recovery note duly certified is received in the Library.

After the document is replaced by the borrower, the new copy must be accessioned and the same Accession Number and Call Number should be assigned.

6.2.8 Rules and Regulations of Circulation

(a) Borrowers must satisfy themselves with the physical condition of the book before borrowing.

(b) Books are normally issued for a fortnight except reference books which are issued to users for overnight only.

(c) Textbooks which have single copies shall not be issued.

(d) Students can reserve the books at the Circulation Counter in case the particular book has already been issued.

(e) Reference books, theses, project reports and periodicals/bound journals are to be consulted within the Library premises only.

(f) Dissertations/Theses cannot be photocopied.

(g) Library can recall any issued book even before the due date.

(h) No Sub lending of books is permitted

Shelving: The returned documents are sorted out and shelved as per the call number of the documents.

Vigilance: Strict vigilance is necessary in an open access library during the working hours including break-time. So, the staff has to take care to maintain vigilance in the library. Their approach should be humane, courteous, friendly and not offensive.

6.3 INTER LIBRARY LOAN SERVICE

It is impossible and not feasible for a library to acquire all documents demanded by the users. It will be imprudent to spend budget on buying an odd request for a document from a noncore subject field. In such cases the library should depend on the resources of other libraries. The stray demands of users can be fulfilled to some extent by entering in to Inter Library Loan (ILL) agreement with nearby libraries. It is always beneficial to share resources with other libraries by mutual agreement as per the **Inter Library Loan Agreement Form (KLU LB15).**

In an ILL transaction a library requests another library for issue of a document or a copy of the document held by it. If both the libraries are mutually willing to share their resources, the request is met by dispatching the document need by the requesting library. The period of loan as well as the types of documents that can be lent will be decided by the lending library. The borrowing library should acknowledge the receipt of document on ILL and is responsible for its safe custody, issue as per the time given by the lending library and returning the document through registered or speed post. Inter-library loan document should be returned promptly and an acknowledgement be obtained from the lending library to complete the cycle of ILL. The safety of borrowed document is the responsibility of the borrowing library from the time of its receipt at the borrowing library until it is received back by the lending library.

The Central Library of KL University has necessary collection to meet the demands of its users. However, if the document demanded by any user is not available in the library, it will be obtained on ILL basis from other libraries. Such document(s) will be issued to the user for a maximum period of seven (7) days only (or less if stipulated by the lending library) and the user must return the documents on or before the due date. Otherwise the fine as charged by the lending library will have to be paid by the borrower. Once the document is returned, it will be sent back to the lending library.

6.4 REFERENCE SERVICE

Optimum utilization of print and digital resources of the library, through meaningful interaction with the users, is an important feature of the reference service. The Central Library provides information and referral services to the library users. It covers familiarizing new users with the library stack area, reference and digital resources available in the library and their access information.

6.5 PHOTOCOPYING/PRINTING SERVICE

The Central Library of KL University extends printing service and photocopying of few pages of books, journal articles and previous year University question papers and assignments at a nominal charge. For availing the printing/photocopying service, the users should fill in the **Photocopy/Printing Requisition Form (KLU LB16).** The details of copies taken are recorded in the **Photocopier Register (KLU LB17)** along with charges collected. The collected amount is periodically remitted to the University Office; receipts are recorded and filed. Photocopies are given free of cost for faculty and staff, provided if it is for official purpose against the form **KLU LB16** approved by HOD/Dean and Registrar.

Whenever a copy of an article is requested by the scholars pursuing PhD and faculty for teaching and research, it is supplied under fair dealing of Copyright laws. While providing printing and photocopying copies, the Library adheres strictly to the provisions of Indian Copyright Act, 1957 as amended from time to time. Photocopy of any document will not be provided in full or part, which violates the Copyright Act or infringes the rights of copyright holders. In case of any break down or service problem, maintenance is arranged and recorded in **MN01**.

6.6 WEB OPAC SERVICE

The Central Library holds nearly 1.75 lakh books; 487 print journals, 5677 back volumes, 10307 CD/DVD-ROMs and 6210 project reports, dissertations and theses. The full bibliographic data of the holdings is entered in the LMS system and the OPAC database is updated. The OPAC of Library resources is constantly updated and is made available on the University Intranet/Internet as Web OPAC for searching. Users can search OPAC from any computer terminal in the Campus-wide network. Also many terminals are provided in the Central Library which can be used for searching the OPAC. The digital documents can be downloaded from the servers while users can find the location of print documents for accessing them.

6.7 DIGITAL LIBRARY AND ONLINE SEARCH SERVICE

The Central Library holds about 3 million World e-books; nearly 32,000 e-journals, SCOPUS database, 10307 CD/DVD-ROMs, and high speed access to Internet. The Digital Library facility offers Federated searching of all digital resources held by the library, for accessing, browsing and downloading needed information. Further the users can search the vast information resources available on Internet and World Wide Web such as open access journals, open archives, institutional repositories, and so on. For this purpose 140 terminals are available for users.

6.7.1 Institutional Repository

Research publications are the result of intense R&D efforts made by the researcher who strives hard to add new knowledge to the existing world knowledge. This is done by way of research or review papers, project reports, conference papers, chapters to books, etc. All academic and research institutions publish research. This is intellectual capital is to be archived and preserved. One way of doing it is creating Institutional Repository (IR) of the

Institution. The IR covers publications by the Faculty, Research Scholars, and Staff in the form of published research papers, book chapters, conference papers, project reports, etc.

These publications should be collected, scanned or digitized and hosted in the IR on the institution's website. The knowledge capital thus archived in the IR will create knowledge base for the institution, have greater visibility to scientific community at large on a global scale, get downloaded by more researchers and so receive larger number of citations than printed articles, and would attract the attention of Project Funding Agencies. Scholars and Faculty as well as students will get motivated to contribute more to the institutional knowledge base. The articles and contributions of the IR should be hyperlinked to the web pages of the respective Departments of the Authors making their web pages full with R&D material.

6.7.2 Digital Archive of Theses/Dissertations

It is necessary to create a digital archive of KLU publications, theses and dissertations and project reports of PhD and M.Phil scholars, and M.Tech and B.Tech students. The following procedure is to be followed by the PhD Scholars and M.Phil, M.Tech, MCH, and B.Tech students while submitting their theses, dissertations and project reports for digital archiving at the Central Library.

(a) A Research Scholar needs to submit the digital copy in single PDF (Portable Document Format) file containing the complete Thesis/Dissertation along with all signed certificates and Annexures.

(b) Digital copy of M.Phil./M.Tech./MCH Dissertations, not having viva voce examination, must be uploaded in the Thesis Tracking System at the time of submission of the dissertation.

(c) Digital copy of M.Phil./M.Tech./MCH dissertations, having viva voce examination, and Ph.D. Theses must be uploaded in the Thesis Tracking System before the viva voce examination. Receipt of the electronic copy of the Thesis /Dissertation at Central Library through Theses Tracking System is mandatory before Viva Voce examination. The student, Centre Chairperson and the University Librarian should be required to certify that the electronic copy has been submitted and received at Central Library.

(d) Digital copy of the Project Reports of B.Tech students is to be deposited in the Central Library for digital archiving. This is to be done simultaneously at the time of their submission at the Department. The Head of the Department, Project Guide/Supervisor and Librarian should ensure this.

(e) No Due Certificate to the scholars and students should be issued by the Librarian only after ascertaining that they have submitted digital copy of their theses, dissertations, and project reports to the Central Library.

Apart from the above, the students and research scholars have to mandatorily submit the following at the time of submitting electronic copy of the thesis or dissertation or project report.

Authentication Certificate: A scanned copy of **Thesis/ Dissertation Authentication Certificate (KLU LB18)** duly filled and signed by the Research Scholar that the thesis/dissertation contained in the CD/DVD is complete in all respects and is same as submitted in print and has been checked for plagiarism using Plagiarism checking software.

Metadata Form: The **Thesis/Dissertation Metadata Form (KLU LB19),** duly filled by the research scholar in MS-Word file or PDF file.

Consent Form for Digital Archiving: A scanned copy of **Consent Form for Digital Archiving (KLU LB20),** duly signed by the research scholar along with other accompanying material like audio, video, computer programme/ algorithm, etc., if any, which have been submitted along with the print copy of thesis or dissertation, are to be provided on CD/DVD directly to Central Library.

6.8 NPTEL E-LEARNING SERVICE

The National Programme on Technology Enhanced Learning (NPTEL), a joint initiative of seven Indian Institutes of Technology (IITs) and Indian Institute of Science (IISc), is a project funded by the Ministry of Human Resource Development (MHRD). It facilitates e-learning through online web and video courses in Engineering, Sciences, Technology, Management and Humanities. NPTEL provides learning materials in science, engineering and technology and strictly adheres to the syllabi of All India Council for Technical Education (AICTE). It has developed curriculum based video courses and web-based e-courses targeting students and faculty of institutions offering UG engineering programs.

The Central Library provides access to the video lectures of the NPTEL programme. Further, it also provides access to the Online CourseWares (OCWs) of 40 Universities and institutions including Harvard University, IISc and IITs, to Massachusetts Institute of Technology (MIT), to Yale, covering 37 subject fields ranging from accounting, anatomy, chemistry, physics to VLSI design to web designing. These are listed under two headings namely “University-wise” and “Subject-wise” to help users to choose an institution or a subject of interest.

6.9 MULTIMEDIA RESOURCE SERVICE

The Central Library holds 10307 CD/DVD-ROMs and a few multimedia resources. Users are provided access to these resources in a separate facility created for them.

6.10 CURRENT AWARENESS SERVICE

Most of the Faculty usually have interest in a few subject fields and continue to work and do research in their own chosen fields of interest throughout their career. About a quarter of their professional man-hours are devoted to scientific writing of papers, attending conferences, delivering invited lectures, and attending technical meetings for exchanging and updating their expertise with peers.

The twenty-first century has witnessed explosive and exponential growth of digital information in the field of science and technology. It is impossible for any person to scan through literature in his/her area of research. The Librarian and Library Staff should help the Faculty and researchers through Current Awareness Service (CAS) on a regular basis.

6.11 STANDARDS/PATENTS INFORMATION SERVICE

Any institution dealing with developmental works, projects, laboratory work, research, and education a necessity will arise for standards as well as patents. These are very crucial documents and provide vital specifications to be followed and primary information on innovations. The library should all efforts to satisfy the user needs by supplying the documents needed by them. KL University procures on need basis standards from BSB Edge, New Delhi or IHS, USA; and patents from and NIC or GIST, New Delhi or PIS, Nagpur.

6.12 USER EDUCATION PROGRAMMES

Libraries spend a lot of budget in acquiring, processing, and making print and digital resources to its users. It is the primary responsibility of the Librarian to create awareness in the library users. In academic environment there is always change in the population of Students, Scholars, Staff and Faculty due to starting of new courses, new batches of students and so on. So, it becomes imperative to initiate the new members joining the KL University fraternity to the library, its resources, facilities and services offered. This would not only create interest but also knowledge of the valuable information and knowledge repositories in the Institution.

Towards this, the Central Library always participates in User Education Programmes and freshers initiation workshops. Further, when new users approach for membership to library, they are initiated to the policies, loan privileges, rules and regulations. These efforts resulted in increased footfall in the library leading to enhanced usage of resources.

6.13 FEEDBACK FROM USERS

Provision has been made for obtaining feedback from users about their satisfaction with library services. The feedback is recorded in the **Library Feedback Register (KLU LB21)** kept at the entrance. Any of the library users can make suggestions for improvement of existing or starting new services, or problems faced in getting required information. The Librarian enters the action taken on issues raised by users in the **Corrective and Preventive Action Record (KLU LB22)**. Details of action taken are intimated to the concerned students/staff if required. The Librarian reviews the Feedback Register every week and necessary corrective action is taken in consultation with higher authorities.

7. MAINTENANCE OF DOCUMENTS

7.1 INTRODUCTION

As documents required by users are purchased by spending library budget, it is important to keep each of them physically fit to be used by the library users. Proper care must be taken for keeping the library documents in good condition to prevent them from getting damaged. Maintenance of library documents comprises regular shelving, dusting and cleaning, shelf rectification and rearrangement, stock verification, binding of worn out and damaged documents, and weeding out obsolete and least or unused documents.

Generally in an academic library, text book collection, book bank collection, and reference collections are arranged separately, preferably separate floors with distinctive signage boards. Where possible, documents should be arranged to get natural light and also sunlight to keep out of the risk of pests like termites, silverfish, and cockroaches. Floor guides should be provided delineating different sections like reference room, periodicals room, circulation counter, discussion room, photocopying room, audio-visual room, etc.

7.2 SHELVING AND SHELF RECTIFICATION

Academic libraries provide open access to their collections, where users have freedom to pick up required documents from shelves. In this process, some users misplace documents unintentionally; sometimes they misplace intentionally to prevent competitors having access to that document. The returned documents and documents left on tables after consultation by users should always be shelved regularly by library staff. A misplaced book is virtually lost. So, regular shelf rectification should be carried by the library staff to check the order of arrangement of documents in the shelves and restore all misplaced documents to assigned positions. Each staff member of the 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 call number with subject guides to save the time of the users as well as staff.

7.3 STOCK VERIFICATION

Library is ever growing. It serves its users throughout the year. Therefore, it is necessary to take account of its holdings periodically. Library material entered in the Accession Registers and held on charge of the library on the date of verification is all physically checked. The basic objectives of stock verification are to:

(a) Prepare the list of lost documents and take necessary steps to write off and prevent losses,

(b) Trace out the misplaced documents and replace in their proper places,

(c) Determine the physical conditions of the over used, worn/torn and damaged documents, and send them for repairing or binding.

(d) Find out documents to be transferred from paper to digital or micro formats (rare and valuable documents),

(e) Find out documents to be weeded out from the collection of the library.

7.3.1 Procedure of Stock Verification

Stock verification of books, back volumes, journals, and CD/DVD-ROMs are done once in two years during summer vacation. The team nominated by the Registrar is entrusted the job of physical verification with the assistance of library staff. When there is any shortage of books, magazines and CD/DVD-ROMs, as per the stock registers, the value is assessed and the list for withdrawal of books from the stock will be submitted to the Registrar.

7.3.2 Action on Lost Documents

Statistical records of consulted / issued documents have to be maintained by the library to justify the loss of documents reported in the stock verification and for the preparation of loss statement. The head of the University is empowered to write-off the documents.

7.4 CARE OF DOCUMENTS

It is necessary to instruct the library staff to handle library documents carefully, especially during processing, shelving and shifting of documents. They should be educated on proper cleaning, fumigation of stack area in reducing the effect of insects in the library.

The following steps should be taken:

(a) Bound volumes should not be sorted out from their fore edges, as this process weakens the binding

(b) Huge and oversized volumes should be shelved in flat position.

(c) Collection of dust over documents leads to staining and chemical and biological problems. So care is to be taken to prevent dust deposit over the documents. Regular cleaning is to be done using a vacuum cleaner.

(d) Magnetic discs should not be kept open or near any magnetic or electrical equipment. They should be kept in a dust-free, temperature and humidity controlled room.

(e) CDs/DVDs should be handled carefully inserting finger in the central hole and using thumb on edges. Any scratch will render them useless.

(f) High or low relative humidity and temperature fluctuations cause damage to the library collections. Heating, ventilating, and air-conditioning systems are the principal means of controlling temperature, RH as well as cleaning the air within the building.

(g) Poor housekeeping, excessive moisture and darkness contribute to the problems caused by common insects like cockroaches, silverfishes, termites, book lice, bookworms, mud wasps and moths.

(h) Cockroaches disfigure books by eating starch and glue found in papers and book covers, varnish and colour of the binding. Borax or common salt can be used to prevent cockroaches.

(i) Silverfishes are attracted to glues, pastes and other adhesives. Sodium fluoride can be applied to bound volumes to save them from silverfishes.

(j) 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.

7.5 BINDING OF BACK VOLUMES AND DOCUMENTS

Once the supply is completed, back volumes of periodicals are taken for binding. The bound volumes are given accession numbers as in the case of books and entered in the **Back Volume Stock Register (KLU LB23)**.

The torn and slightly damaged documents, and those needed binding due to heavy usage (text books) found during stock verification are also to be bound through contract.

7.6 WEEDING OUT OF OBSOLETE DOCUMENTS

Acquisition of new documents, a continuous process, necessitates additional shelf space for them. Storing all documents acquired by the library permanently is neither affordable nor essential. Moreover, many documents, especially in information and communication technology, electronics, computer science, etc the technology gets updated on a continuous basis. This makes weeding out of old and obsolete documents a regular affair. The reasons for weeding out include:

(a) Availability of limited shelf and floor space in the library,

(b) Heavy recurring expenditure on binding, dusting and cleaning, preservation and maintenance of documents as well as shelf and floor space,

(c) Obsolescence of literature due to continuous and rapid technological developments in the fields of science and technology,

(d) Accumulation of ephemeral literature like pamphlets, trade literature, annual reports, catalogues etc.,

(e) Overshadowing of active documents on the shelves by old inactive documents with very limited use over a period of time by the users, and

(f) Risk of the users consulting obsolete or out-of-date documents.

To minimize these problems and for maximizing the floor space use, some categories of documents should be periodically reviewed and weeded out from the library collections. These include old editions of directories, yearbooks, buyer's guides; trade literature and manufacturer's catalogues; newspapers, ephemeral journals, magazines, pamphlets, newsletters; project reports, progress reports and annual reports; old and obsolete editions books and monographs, old standards, documents available CD/DVD-ROM formats; corrupted audio/video cassettes, CDs, DVDs; and damaged and unrepairable documents.

The list of obsolete documents suggested by the Stock Verification Board should be put up for consideration and recommendation by the LAC. After the recommendation of LAC, approval of Head of the University is obtained for weeding out the documents.

7.6.1 Procedure for Weeding out

(a) Removal of documents to be weeded out from the shelves and arranging them in a separate room,

(b) Assessing of current and archival value of documents by LAC or the Board of Officers constituted for the purpose,

(c) Segregation of documents to be weeded out,

(d) Preparation of a list of documents to be weeded out along with recommendations LAC or Board and sending to the Competent Authority/Head of the University for approval,

(e) Stamping "WEEDED OUT DOCUMENT" on the title and secret page of weeded out documents, enter in the remarks column of Accession Register and OPAC, and

(f) Disposal of the weeded out documents as per the University policy.

8. LIBRARY PUBLICITY

8.1 IMPORTANCE

Each academic library is unique to its institution with a primary objective of fulfillment of teaching, learning, training and research information requirements of academic community. Even after making enormous efforts, many of the users remain less aware about the resources and services rendered by the library. So, the Librarian should make various awareness programmes within and outside the library for the broad publicity of library products and services.

8. 2 ORGANIZATION OF INFORMATION LITERACY PROGRAMMES

a) User Education: To orient the newly enrolled library users to the facilities and services provided by the library, to raise their awareness about the library services, for optimal utilization of the library resources, and to provide guidance on accessing electronic databases (INFONET) to faculty and scholars.

b) Initiation to Freshers: To acquaint the new students in understanding the services of the library, to enable the students to exploit the information resources available in the library to supplement their learning process to support class room teaching.

c) Preparatory Course for Students' Projects: To develop awareness of library resources and their usage in preparation of assignments, term papers, project reports, etc.

d) User Orientation: Creating awareness on library resources, facilities and services among new users and thus to ensure their optimum use.

e) Information Aids: To Maximize user involvement, information access and to inculcate interest on new products and services.

8.3 PUBLICITY PROGRAMMES

Library publicity is a process of making the library users aware of the library resources and services. This is essential for their effective use. For this, the Librarian should adopt some or all of the following publicity programmes:

(a) **Compilation and dissemination list of additions to the Library Collection** including all types of newly acquired documents on a monthly basis, supplemented by an alphabetical author index, subject/ keyword index, etc. The List of Additions may be circulated/distributed to Heads of Departments within the University by e-mail.

(b) **Compilation and dissemination of List of Current Periodicals** covering title of periodical, publisher, periodicity, with alphabetical arrangement for ease of use.

(c) **Publication and regular circulation of Library Brochure** covering all types of information resources acquired by the library; services, working hours, circulation timings, loan privileges, library policy, rules and regulations, etc. Copies may be issued all library members, distributed in book fairs and exhibitions, etc., whenever these are held.

Other modes for popularizing library services and products include:

(a) Publication of articles pertaining to library activities in popular magazines, daily newspapers, and newsletters of professional associations/ societies,

(b) Celebrating Library Week and organizing library quizzes, book exhibitions, seminars, workshops, etc

(c) Display of newly acquired documents and book jackets in the library,

(d) Displaying library rules on all notice boards of all Departments and in library notice boards

(e) Inviting students, academic community for visiting the library and demonstrating about library services and products,

(f) Award or prize to the Best Library User during whole year, and

(g) Using social media tools to take library resources to the users.

9. LIBRARY STATISTICS

9.1 TYPES OF STATISTICS

Statistical data is presented in the form of tables, graphics or any other diagrams or charts. The main objective in presenting statistical data is to provide factual data in visually appealing and understandable figures.

At the beginning of a new calendar year or academic calendar, the Librarian should collect statistical information/data for the previous one year from various sections and divisions of the library. After analyzing the data, a comprehensive report can be prepared and presented to the Head of the University in a proper format, reflecting a clear picture of growth, utilization of resources by the users, and data pertaining to services.

9.2 PROCEDURE FOR LIBRARY USAGE ANALYSIS

The statistical data collected should cover figures or information about total budget allocated and budget spent by the library; the number of new library members enrolled; number of library visitors per day and frequency of visits per hour; total issues and returns of documents per month with average values per day; documents borrowed from and lent out to other libraries on ILL; and services provided in terms of reference queries answered, photocopies supplied, articles downloaded, etc.

Further, where applicable, separate data on budget spent for the procurement of books and book-like documents, non-book material like CD/DVD-ROM databases and audio and video collection, periodicals, reports, theses, standards, patents, binding charges and others.

Analysis of library usage statistics facilitates evaluating the library resources and services, improving library collections by purchasing books in popular subject fields, enhancing services, and meeting the research and pedagogical requirements. This is done by gathering feedback on the use of facilities and services.

The following charts are prepared to analyze the utility details of the Library based on the data in the library.

(a) Number of visits to the Library by users on monthly basis

(b) Number of books issued /returned/renewed per month

(c) Utility of e-journals/e-resources by the users per month

(d) Category-wise number of documents added to the library collection

9.2.1 Data Analysis

Following data are collected for analysis for the performance so as to initiate corrective and preventive action, if required, in consultation with the Dean, P&D and Associate Dean, Library.

Area	Technique	Responsibility	Frequency
Number of books in Stock	Trend Chart	Librarian	Once in a year
Number of Print Periodicals and E-Journals under subscription	Trend Chart	Librarian	Once in a year
Number of issues to the students/ faculty (Separate Chart)	Trend Chart	Librarian	Once in a month
Number of students/faculty visits during 7 AM to 10 PM	Trend Chart	Librarian	Once in a week

10. LIBRARY AUDIT

10.1 AUDIT SYSTEM

There are two types of auditing systems, pre-audit and post-audit.

In pre-audit system, no bill can be passed for payment unless it is first audited. Before passing the bill, the Accounts Officer checks that:

(a) Every item mentioned in the Bill/Invoice has been taken on charge,

(b) Approval as well as sanction of the Competent Authority has been obtained,

(c) The calculation of total amount mentioned in the bill is correct,

(d) The bill has been debited to proper budget head,

(e) Every document has been signed by the Authorized officer,

(f) Prices charged by the supplier is as per the price proof, and

(g) Item(s) supplied by the supplier is (are) as per supply order and within the period of supply as mentioned in it.

Once the bill is found in order and the Accounts Officer satisfies himself/herself, the bill is passed for payment.

10.2 AUDITABLE DOCUMENTS IN LIBRAY

Librarian should declare, in writing, all auditable documents to Audit Officer (AO) and send a copy of the list of auditable documents to his office. The AO may also ask to produce declared documents before the audit team that visits the library for the periodic audit. Following documents are auditable documents in the library:

(a) All Accession Registers - Books, Reports, Standards/Patents, Non-Book Material (CD/DVDs), Periodicals, Back Volumes - In which library documents are accessioned and taken on charge,

(b) Bills/Invoices Files,

(c) Permanent transfer vouchers,

(d) Loss register,

(e) Files of weeded-out/written off documents,

(f) Subscription files of periodicals,

(g) Files of stock verification rand reconciliation,

(h) Record of money received from fines charged, if any, received from users, etc.,

(i) Files pertaining to refund received from suppliers against missing issues/non-supplied periodicals,

(j) Register maintained for photocopies provided to library users and non-library members, and

(k) Office copies of all documents dealing with financial matters.

The Audit Officer may sign in red ink on the first page of each auditable document at the time of visit to the library. In case of any objection, he may suggest a proper procedure to be followed by the library in the first instance and then raise the audit objection subsequently if not followed by the library. The library should have a record of all audit objections raised by the AO and their further regularization.

APPENDIX - 1

Formats Used in the Library Manual

KLU LB01	Requisition Form for Purchase of Books/Non-Book Materials
KLU LB02	Consolidated List for Purchase of Books/Non Book Materials
KLU LB03	Library Books Stock Register
KLU LB04	Non-Book Materials Stock Register
KLU LB05	Book Card
KLU LB06	Due Date Slip
KLU LB07	Stock Register for University Examination Question Papers
KLU LB08	Project Reports Stock Register
KLU LB09	Purchase of Print Periodicals and E-Resources
KLU LB10	Consolidated List for Purchase of Print Periodicals and E-Resources
KLU LB11	Periodical Entry Register
KLU LB12	Temporary Issue Register for Overnight Reading
KLU LB13	Due Date Fine Register
KLU LB14	Document Reservation Form
KLU LB15	Inter Library Loan Agreement Form
KLU LB16	Photocopy/Printing Requisition Form
KLU LB17	Photocopier Register
KLU LB18	Thesis/ Dissertation Authentication Certificate
KLU LB19	Thesis/Dissertation Metadata Form
KLU LB20	Consent Form for Digital Archiving
KLU LB21	Library Feedback Register
KLU LB22	Corrective and Preventive Action Record
KLU LB23	Back Volume Stock Register

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖ Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

REQUISITION FORM FOR PURCHASE OF BOOKS/NON BOOK MATERIALS

To
Dt.

The Librarian,
University Library,
KL University.

Dear Sir,

The following books/Non book materials are recommended for purchase for our Central / Department Library.

Sl.No.	Author	Title of Book/ Non book materials	Publishers	Edition	Year of Pub.	Price	Semester	Text/ Reference/Electives	No. of copies required	Recommended By

Head of the Department

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

CONSOLIDATED LIST FOR PURCHASE OF BOOKS/NON BOOK MATERIALS

Date.

The following books/ Non book materials are recommended for purchase for our Library.

Sl.No.	Author	Title of Book/ Non Book Material	Address of Publishers or Source	Edition/Year of Publication	No. of Copies	Price/Copy	Total	Department Recommended

Librarian

Central Library

LIBRARY BOOKS – STOCK REGISTER

Date of Receipt	Acc. No	Call No.	Title of the Book	Authors	Address of Publishers or Source	Edition	Year of Publication	No. of Pages	Price		Invoice No. & Date	Remarks
									Rs.	P.		

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

NON BOOK MATERIAL STOCK REGISTER

Date	ID No.	Acc. No.	Title	Author	Notes	Publisher	Vender	Price		Invoice No. & Date	Remarks
								Rs.	P.		

Librarian

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library
BOOK CARD

Acc. No.: ……..……

Call No. :…..……

Author : ….……

Title :…..……

Roll / SI Number	Signature	Due Date

KLU LB05

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

DUE DATE SLIP

Call No. …… Accn. No.

Author : …….. ……..

Title : …….. ……..

This book should be returned on or before the due date

Due Date	Due Date	Due Date

Central Library

STOCK REGISTER FOR UNIVERSITY EXAMINATION QUESTION PAPERS

Date	Acc. No.	Course	Department/ Discipline	Semester	Period		Remarks
					From	To	

Central Library

PROJECT REPORT STOCK REGISTER

Date	Acc. No.	Title	Guided by	Done by	Department	Year	Pages	Remarks

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

PURCHASE OF PRINT PERIODICALS AND E-RESOURCES

To Dt.
The Librarian,
University Library,
KL University.

Dear Sir,
The following Print Periodicals / E- Resources are recommended for purchase for our Central / Department Library.

Sl. No.	Title of Periodical	Periodicity	Subscription Rate per Year	DD in favor of	Address of Publishers	Recommended by

Head of the Department

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

CONSOLIDATED LIST FOR PURCHASE OF PRINT PERIODICALS AND E-RESOURCES

Date:

The following Journals/Magazines are recommended for subscription for Library.

Sl.No.	Title of Periodical	Periodicity	Subscription Rat per Year	DD in Favor of	Address of Publishers or Source	Department Recommended

Librarian

Central Library

PERIODICAL ENTRY REGISTER

Faculty of:

Name of the Periodical:

Periodicity : …… National / International Magazine / Journal

Address :

Phone No. : _____Fax No.

E-mail : _____

Sl. No.	Vol.	No.	Date of Publication	Date of Receipt	Remarks

Asst. Librarian (Periodicals) Librarian

Central Library

TEMPORARY ISSUE REGISTER FOR OVERNIGHT READING

Date of Issue	Name of the Student/Staff	Roll/Sl. No.	Acc. No.	Title	Author	Signature of Student/Staff	Return Date	Library Staff Signature	Remarks

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

DUE DATE FINE REGISTER

Receipt No.	Roll No.	Acc. No.	Received Date	Amount Paid Date	No. of Fine Day's	Amount		Remarks
						Rs.	P.	

Asst Librarian (Circulation) Librarian

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

DOCUMENT RESERVATION FORM

Roll/ID No.:……. Dept:

Name:

Tel/Mob No.:……. E-Mail:

Title of the Issued Document:

Due Date: …….

Signature:

Document Received on: …….. Informed on:

Signature of Library Staff

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central library

INTER LIBRARY LOAN AGREEMENT FORM

(Reciprocal Borrowing Agreement)

Date *:*

To

The Librarian

_____

_____

_____

Dear Librarian,

Greetings from KL University. We are interested in establishing a reciprocal borrowing agreement with your library for sharing library resources. If you are willing to participate in the programme, please indicate the type of documents, which can be lent by your library. We offer our library lending services free of charge and ensure that all the documents borrowed by US will be returned to your library before the due date. We shall also be responsible for any loss or damage of borrowed document occurring after it is received by us till it is returned by library and would replace the damaged document or deposit its cost. We shall follow the ILL procedure as adopted by your library.

Thanking you,

Sincerely yours,

Librarian
Seal

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

PHOTOCOPYING/PRINTING REQUISITION FORM

Name of the Staff/Dept : Date:

Sl. No.	Particulars	No of Pages	No. of Copies	Total No of Copies

Signature of the Staff Registrar / Dean /Director

Central Library

PHOTOCOPIER REGISTER

Sl. No	Name of the Staff/Student	Roll No./ ID No.	Dept	Paper Size	No of Pages	Reading		Amount	Receipt No.	Lib Staff Signature	Remark
						From	To				

Library Assistant

Librarian

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

THESIS/DISSERTATION AUTHENTICATION CERTIFICATE

Name of the Author (Research Scholar)	
Enrolment Number/Library ID	
Degree	
Department/Centre	
School	
Name of affiliated Institution for which KLU is granting the degree	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

I hereby certify that the Ph.D./M.Phil/M.Tech thesis/dissertation contained in this CD/DVD is in accordance with the guidelines issued by KLU for this purpose and complete in all respect, It is also certified that it is same as submitted in print and has also been checked for plagiarism using anti plagiarism software.

Signature of the Scholar

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

THESIS/DISSERTATION METADATA FORM

1.	Title	
2.	Alternative Title, if any	
3.	Name of Research Scholar	
4.	Enrolment Number/Library ID	
5.	Name of Guide/Supervisor(s)	1. 2. 3.
6.	Name of Degree	
7.	Level of Degree	
8.	Department/Centre	
9.	School	
10.	Name of affiliated Institution for which KLU is granting the degree	
11.	Date of Submission	
12.	Subject Keywords	1 2
13.	Coverage (for time periods or spatial regions only)	
14.	Language of the thesis	
15.	File Format of thesis and accompanying material, if any (PDF, MPEG, etc.)	

Signature of the Scholar

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

CONSENT FORM FOR DIGITAL ARCHIVING

Name of the Author (Research Scholar)	
Enrolment Number/Library ID	
Degree	
Department/Centre	
School	
Name of affiliated Institution for which KLU is granting the degree	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

1. I am the sole owner of copyright on this thesis/dissertation. The KL University library is hereby granted, non-exclusive, royalty-free and non-transferable rights to make available, in full or in part without any modifications, this thesis/dissertation in electronic/printed form for public use at no charge. Any use of material from this thesis/ dissertation must be accompanied with appropriate citation.

2. As per KLU Rules, Open Access/Intranet access to thesis/dissertation will be available after 3 years embargo period. However, notwithstanding, I wish to allow open access to my thesis/dissertation.

(a)Immediately after the award of degree	
(b) 1 Year after the award of degree	
(c) 2 Years after the award of degree	

Signature of the Scholar

Koneru Lakshmaiah Education Foundation
(Deemed to be University estd. u/s. 3 of the UGC Act, 1956)
Accredited by NAAC as 'A' Grade University ❖Approved by AICTE ❖ ISO 9001-2015 Certified
Campus: Green Fields, Vaddeswaram - 522 502, Guntur District, Andhra Pradesh, INDIA.
Phone No. 0863 - 2399999; www.klef.ac.in; www.klef.edu.in; www.kluniversity.in
Admin Off: 29-36-38, Museum Road, Governorpet, Vijayawada - 520 002. Ph: +91 - 866 -2577715, Fax: +91-866-2577717.

Central Library

LIBRARY FEEDBACK REGISTER

Date.	Name of the Student/Staff	Roll/ID No./ Designation	Details of Feedback	Sign. of the Student/Staff	Action Taken	Feedback to the Concerned	Signature of the Library Staff

Central Library

CORRECTIVE AND PREVENTIVE ACTION RECORD – LIBRARY

1. Academic Year and Semester: _____
2. Budget Allocated and Budget Utilised : _____
3. No. of books not available in the Library as per the current semester syllabus : _____
4. Disposal Action Taken :

Date : Prepared by : _____ Approved by :

Corrective/Preventive Actions Planned

Target Date

Date : Proposed :

Verification of Corrective and Preventive Actions Taken

Date : Verified by :

Central Library
BACK VOLUMES STOCK REGISTER

Date	Acc. No.	Title	Periodicity	Year	Volume	No.	Period		No. of Issues	Publisher	Price		Remarks
							From	To			Rs.	P.	