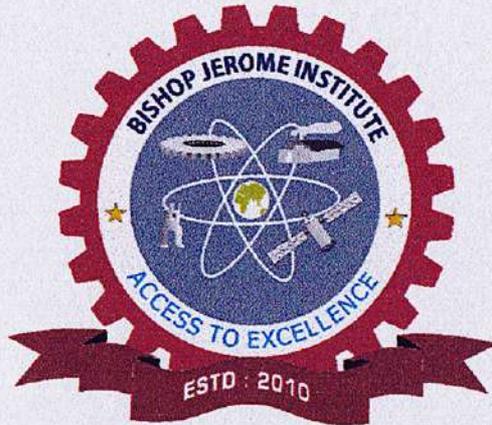


LIBRARY POLICY



BISHOP JEROME INSTITUTE

Fatima College Road, Kollam 691001

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LIBRARY POLICY

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1. Introduction

The Central Library of **Bishop Jerome Institute** was established in 2010, with a mission to support the teaching-learning and research activities of the college by providing recent and accurate information resources as well as delivering quality services using modern technology in accordance with the Vision and Mission of the college.

In order to improve its efficiency, utility and services, there is a need to bring clarity and uniformity to the procedures and practices of the library, and so this operational manual of the library is drafted.

1.1. Library Operational Manual

This manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, and management of other academic support facilities should be offered.

1.2. Role of the Library in the Academic Functioning of the College

The central library serves as a supporting facility to support the college's teaching and learning operations. It identifies the information needs, evaluates, procures, processes, and then makes these learning resources available to the teachers and students for their instruction, study, and research assignments.

1.3. Objectives of the library

The fundamental function of a college library is as a teaching aid therefore the library's objectives are those of the college as a whole.

1.3.1. Teaching-Learning

- Remain up to date on the newest learning tools, both print and online, and teach your students how to use them properly.
- Improving one's capacity for critical and analytical thought as well as for self-study.
- Development of a student's mind to conduct research from a basic reader.

1.3.2. Research

- Keep the researchers informed of any new developments in their area of study.
- Assists in choosing the study topic and in completing the outcome.
- Plans programmes on the approach, process, and procedures of research.
- Share information to prevent research from being done twice.
- Offer research resources to help with everything from choosing a subject to submitting the findings.

1.4. Library Policy

The college has developed a well-defined policy for its operation and maintenance

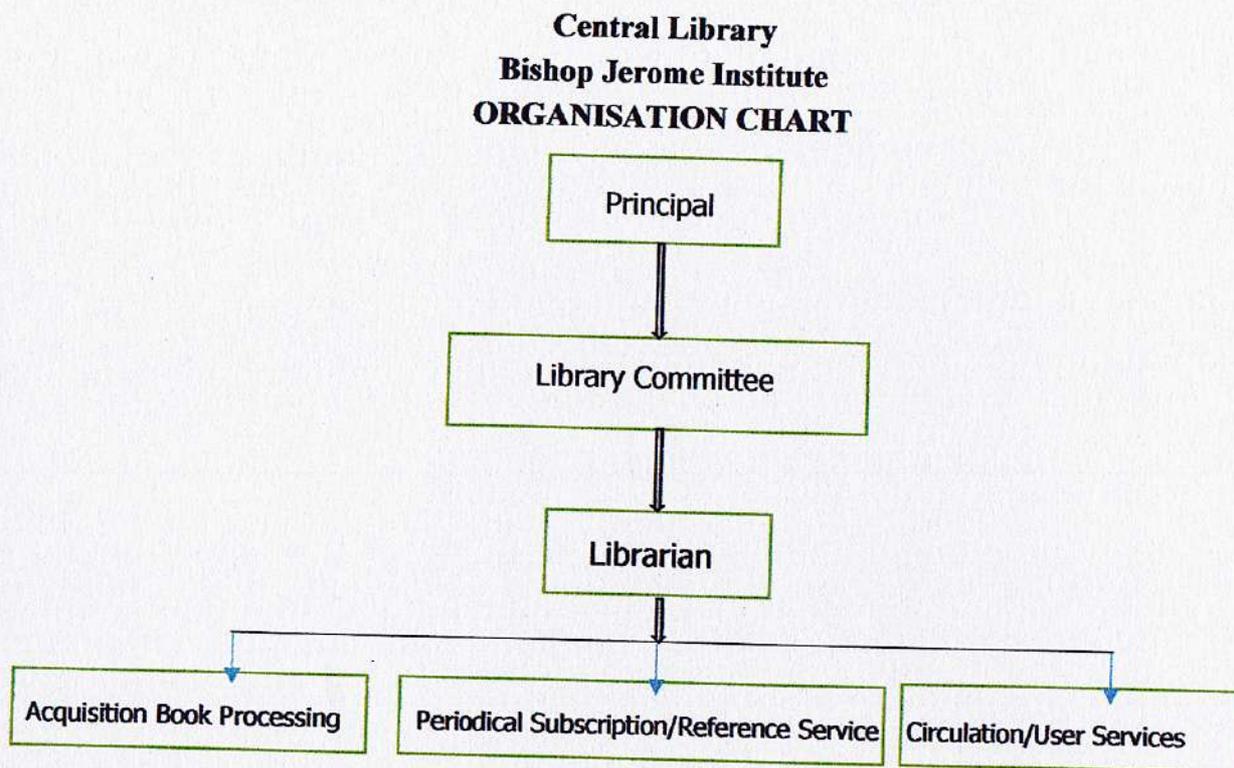
The Library policy statement of the College reads as follows:

The Library of Bishop Jerome Institute is committed to provide state of the art information resources (books, journals, periodicals, e-resources etc.) to all its stakeholders for their knowledge enhancement and professional growth.



The Library makes all efforts to support all academic activities of the College. All through the years of its existence, the central library has tried to keep its commitment to the College community to keep up the policy of the library in every way possible.

1.5. Organizational Chart



2. Library Advisory Committee (LAC)

The function of the Library Advisory Committee is to support the library's operation and help carry out the plans for library development. The Committee's main objective is to aid in the establishment of a bridge between the Library, the academic fraternity, and the institute management.

2.1 Composition

The Library Advisory Committee is appointed by the Head of the Institution. The composition of the Committee is given below:

| Sl. No. | Designation | Status |
|---------|--|----------------|
| 1 | Principal | Chairperson |
| 2 | Vice Principal | Co-Chairperson |
| 3 | Chief Librarian | Convener |
| 4 | All Deans and Heads of all Departments | Members |

All library professionals shall attend the meeting as invitees to contribute essential insights.



2.2 Responsibilities

The following responsibilities fall under the purview of the committee.

- To provide general direction to the library
- Budget planning and utilization
- Promoting Library development activities
- Student promotional activities
- To act as a liaison between the library and the readers

2.3 Conduct of Meetings

- Presided by the Head of the Institution.
- The Chief Librarian shall act as Secretary.
- Regular meetings are conducted annually.
- Special meetings shall be called upon when necessary
- Meeting minutes shall be recorded by the Librarian, as Member Secretary, reviewed and approved by the Principal, and circulated to all members for consideration.

3. Operation of the Library

3.1. Circulation Section

Circulation Section handles the Front Desk Operations of the library and is very important because it is the first contact point for faculty and users of the library. Major Activities of the Section are:

- a) Issue and returns of Books
- b) Attending to the Users' queries of library rules and regulations, services, member benefits etc.
- c) Registration of new members
- d) Maintenance of "Circulation Module: of Library Management Software: Maintenance and updation of all data related to library users
- e) Sending Reminders to overdue documents users
- f) Correspondence & No Due issuing
- g) Assisting the users in accessing OPAC and Reference
- h) Maintain statistical information about the library use
- i) Managing Counter Operations during Weekends/Holidays

3.1.1. Issue and Return Procedure

Issue/Return of library materials is the routine operation of any library. The proper sequence of activities to be followed to issue and receive the library books is defined as followed:

Book Issue

- Look over the books for any damage
- Enter the library number of the borrower into the database and check the privilege
- Issue the book and due date stamped on the date label
- Handover the books to the use



Book Return

- Look over the book for any damage
- Check Due dates for necessary action
- Cancel the due date in the date stamp
- Enter the Return book details in the database
- Send them to stack for shelving

3.1.2. Loan Periods/Account Limits

Category of members, period of loan and number of books are as follows:

| Category | Number of books | Period |
|----------------------|-----------------|----------|
| B.Tech Students | 3 | 15 days |
| PG Students | 5 | 20 days |
| Research Scholars | 5 | 20 days |
| Teaching Staff | 6 | 3 months |
| Technical Staff | 3 | 3 months |
| Administrative Staff | 2 | 20 days |

3.1.3. Overdue Charges

- Books in the loan section are issued as per the rules
- Borrowers can find the borrowed books details in the concerned register.
- For students, an overdue charge of Rs.3/- per day for the first five days and thereafter Rs.5/- per day will be charged if the book is not returned. The overdue charge for staff members is Rs.5/- per day.
- Fines will accumulate each day including Holidays until the item is returned to the library.
- Fine collected in the library is transferred to the account section of the college office on a weekly or monthly basis.

3.1.4. Renewal

- Unless reserved, most library books may be renewed for 2 additional loan periods.
- Automatic renewal is possible for the first renewal.
- For the second renewal, the user has to bring books to the Circulation Counter and renew the borrowed books in his/her library account.
- The library has the right to recall a book if the same is required by another user.

3.1.5. Borrowed got lost/damaged

- Replace the lost book with a new book as per the library regulation;
Or
Pay the double price of the lost/damaged book.

3.1.6. Clearance of dues from the library

- No dues/clearance certificate shall not be issued provided that all the outstanding dues in respect of borrowed book(s) and delay fine, if any, are cleared.



3.2. Reference Section

This section maintains the reference information for the users in the library. The following materials are stacked in the reference section.

- Reference sources like Encyclopaedias, Dictionaries, handbooks and Manuals, Statistics, and Year books.
- One copy of references/textbooks prescribed in the syllabus.
- Subject books related to core branches of engineering, science and technology.
- Out of Prints are separately archived.
- Research tools and online resources are accessed from the Internet.

3.3 Periodicals Section

The Periodicals Section is the place for journals, magazines, and other serial literature. The major works involve:

- Placing of subscriptions order for the print journals.
- Receipt and record the journals' issues, subscription renewal and the maintenance of current journals.
- Send reminders to the publishers for missing issues.
- Current issues are properly displayed on racks.
- Back issues are replaced from display racks and stored separately.

3.3.1. Services

The Periodicals Section supports the research purposes by providing assistance, access, storage, maintenance, and management of periodicals collection. Assist the students in selecting topics, literature searches, and document delivery of research articles, helping the researchers in using research supporting tools/software.

3.4. Book Processing Section

The book processing section is responsible for:

- The processing of new books purchased in the library like accessioning, classification, cataloguing, and barcoding.
- Repair/Maintenance of damaged books if the binding is not required.
- Labelling book tags and book labels of new and old books.
- Preparation of stock report after completing stock verification of books in the library.

3.5. Stock Verification and Procedure to Weed out

Physical verification of the library books has to be carried out within 2-year intervals to identify the losses, misplaced and/or mutilated documents that need repair, or weed out from the library collection.



3.5.1. Stock Verification Procedures

- Collecting accession number of books available in the library shelf-wise manually or with the help of a bar code reader.
- Upload the accession number in the library software.
- Match the book in stock and outside the library and the remaining list of lost books is prepared.
- Conduct second verification and find out the misplaced items and remove it from the first list. Upon 2-3 rechecks the final list of lost books is prepared.
- The final report is prepared and books available in the market are replaced by the library staff.
- The final report is submitted to the Principal.

The library is kept open on all working days, weekends and holidays and it's the responsibility of the entire library team. Therefore, the librarian alone should not be held responsible for the losses unless it is attributed to dishonesty and gross negligence.

3.5.2. Weeding

Weeding is the removal or transfer of unwanted library materials to storage. This includes outdated newspapers, newsletters and magazines, and damaged or duplicated materials from the library. Weeding can be either scheduled regularly or irregularly as the need arises or can be a constantly ongoing process.

- Who decides what to weed?

The Librarian prepares the list; subject experts may recommend. The final decision will be taken by the Dean of Administration and the Manager.

- What happens when you need a collection?

If the librarian has a question about the removal of a book, a faculty member in the appropriate department will be contacted. If the faculty member thinks that the item selected for withdrawal should be retained, it will be returned to the shelf; otherwise, the item will be withdrawn from the collection. If no feedback is received within two weeks, the item will be removed from storage.

- Periodicity

Once in two years, if the need arises weeding will be conducted within the specified period.

- Can faculty, staff, or students have the weeded books?

The list of weeded items will be displayed on the library notice boards and e-mail alerts will be sent to the staff and students. If they are interested, they can collect it from the library.

- What we remove
- Duplicates
- Damaged / not able to repair
- Outdated materials



Examples

- Popular Magazines will be weeded out after two years.
- Old Newspapers will be weeded out after two years if archives of the same are available on the Internet.
- Semi-Scientific magazines can be removed with the recommendation of the concerned HOD.
- Damaged books will be removed with the prior permission of the concerned HOD.

Books We Never Weed

- Core materials in each discipline
- Primary sources

3.5.2.1. Procedure for Weeding

- The Assistant Librarian/Library Assistants-in charge of Circulation, Periodical Section and Book Processing Section will identify the documents to weed from their designated area, create a list of items to be weeded out and forward it to the Librarian.
- The list includes the Accession Number, Call Number, Title, Author, Publisher, Publication Date, Total number of book issues, the Last date of book issue and the Date of release of the book to the library. In the case of journals and Magazines, the list includes a volume number, Issue number and Publication Date.
- The Librarian reviews the list and forwards the weeding list to the affected academic department(s) or discipline(s).
- To help the faculty review the list, the librarian may add notes to a spreadsheet to indicate the reasons for weeding (dated edition, duplicate, outdated content, damaged, etc.).
- The list is sent to the appropriate faculty representatives (Department Librarians). They can consult other faculty members and collect their comments.
- The faculty can send back a list of items they need the Library to retain OR they may visit the library and review the books in person.
- Members of the faculty have two weeks to review the list and respond. After two weeks, if there is no response from the department, the Library will proceed with weeding the items.
- The weeded books will be available for review during library hours.
- After the two weeks, the librarian will review the faculty's remarks and identify the item either to upkeep or to withdraw. The Librarian gives guidelines to the concerned staff in the library to identify.
 - Which materials are to be retained in the collection?
 - Which materials should be set aside for distribution rather than discard, if any?
 - The rest can be withdrawn and discarded.



- The Librarian forwards the decision to the Dean of Academic Administration and Manager for approval.
- The staff-in charge of Book processing and circulation identifies the items deemed to be kept from the weeding shelf, makes necessary maintenance, and return them to the stacks.
- After obtaining approval from the Dean of Academic Administration and the Manager, the librarian forwards the list of weeded items to the Book Processing, Periodical and Circulation Sections. They stamp items as “withdrawn”, enter the details in the accession register and get the signature of the Principal.
- After 30 days unwanted material may be offered to ‘used book’ or out-of-print dealers, for sale or negotiated exchange, or to be discarded.

4. Library Timings

The Library is open from 09.00 am to 4.30 pm on all working days. The following sections are kept open as below:

4.1 **Issue>Returns:** The library counter will function as below:

| | | |
|------------------|---|--------------------|
| Monday to Friday | : | 9:15 am to 4:00 pm |
| Saturday | : | 9:15 am to 1:00 pm |

4.2 **Reference Section**

| | | |
|------------------|---|--------------------|
| Monday to Friday | : | 9:15 am to 4:00 pm |
| Saturday | : | 9:15 am to 1:00 pm |

Library remains closed on all Sundays and public holidays

5. Procurement of Learning Resources

An academic library’s primary goal is to assist the academic community’s teaching, learning, and research efforts by maintaining an orderly collection of information and offering useful access options. The library makes a deliberate effort to build up its collection by identifying, evaluating, selecting, processing, and making it available to the users. Since this collection building requires a large amount of money and has long-lasting repercussions, a well-thought-out collection development policy is very much essential for libraries.

5.1. Procurement of Books:

5.1.1. Process and Approvals

- a) **Recommendation:** Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is duly endorsed by the HOD.



- b) *Power of Approval:* All purchase requests will be routed through the central library for the approval of the Principal, and Manager. Prior approval is not mandatory in the following cases.
- For petty purchases of library books (not more than one copy of each title) which are urgently required and faculty/HOD can process the purchase in consultation with the librarian directly from the market.
 - *Rare books:* Faculty can purchase rare books/out of prints from local/open market first and get approval from the Principal or Manager.
- Prior approval is mandatory for purchase of all Books that cost in excess of Rs.1,000/-.
- c) *Ordering:* The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library. Purchase Order(s) with standard terms and conditions are processed and issued by the Librarian with the approval of the Manager. The purchase order is not mandatory in the case of online purchase.
- d) *Suppliers:* A Panel of Vendors is selected based on their performance like responses to the queries, speed of supply, adherence to the terms and conditions, etc. This panel should have at least 3 Vendors.
- e) *Discount:* At the beginning of every academic year, quotation is invited from suppliers and a discount is decided. Discount is not considered in cases where books can be obtained only from specific sources, standard agencies/publishers who are not on the panel. Such cases will be processed after taking due approval.
- f) *Supply Deadline/Validity:* Maximum time limit for supplying ordered titles will be 30 days for Indian Books and 45 days for foreign books. Books that arrive after this will be accepted only upon approval from the authorities.
- g) *Foreign Currency:* For foreign exchange conversion, *Good Offices Committee* (GOC) rates will be followed.
- h) *Price Proof:* Accepted Price Proof are (Signed & Stamped by supplier) Distributor's invoice to the supplier, print out from the publisher's catalogue. Photocopy from Publisher Catalogue, for some Indian publications, price mentioned on the title page or in the back cover page of the book. Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.
- i) *Supply of books:* The supplier has to follow the terms and conditions prescribed in the purchase order. They have to give assurance on the following:
- a. Only the latest editions have been supplied and these are not the remainder titles
 - b. The current Publishers price has been charged, with substantiated proof.
 - c. The Book Supplier has to undertake to take the books back at his own cost, if found damaged, duplicate in the collection, or if not required.



5.1.2. Terms and Conditions for Vendors

- i) *The acceptance of the order* should be submitted by the agency within three days from the receipt.
- ii) *Supply the latest editions.* Always supply paperback editions unless otherwise specifically mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions if the ordered paperback editions are not available.
- iii) The maximum *time limit for the supply* of the accepted order is 45 days.
- iv) *The order may be cancelled* if the delivery is not made within/after the stipulated delivery date or if no report on availability or otherwise is received within this period.
- v) Supplier is to certify on the invoice that the prices quoted therein are the publisher's current prices. And, enclose the stamped price proof along with the invoice.
- vi) If the books are supplied in good condition as per the Purchase Order, process the bills and forward the same within 15 days to the Accounts Section for payment.

5.1.3. Book Acquisition: Workflow

5.1.3.1. Initiation of Acquisition

- Receiving Recommendations by purchase request, Emails, Noting Sheets, and Publisher Catalogues marked and signed.
- Find out the exact details of the Title recommended: exact title, publisher, and price
- Duplicate Checking
- Correspond with Suppliers/Vendors for checking Availability Status: Inviting Quotations.
- Prepare comparative statements and put them up for approval.
- Prepare and Issue Purchase Orders after approval.

5.1.3.2. Invoice Processing

- Receive Books from Suppliers/Vendors.
- Crosschecking with Purchase Orders.
- Foreign Exchange Rate Verification as per Good Offices Committee Report.
- Price Proof Verification.
- Damage checking (print, binding)
- Prepare Book Received and Purchase Bill (BRR) in Database.



5.1.3.3. Accessioning

- Enter the details of the Invoice and Books in the Accession Register.
- Assign Accession Numbers to Titles in the Database.
- Enter the accession number and damage details in the bill and forward bills.
- Maintain bill and damage details.

5.1.3.4. Classifying

- Classify Books/Conference Proceedings/Bound Volumes as the Dewey Decimal Classification (DDC) Schedule.
- Assign Book Numbers
- Write the Class No., Book No., and Collation on the back of the Title page and Date slip.

5.1.3.5. Cataloguing

- Bibliographic Details of each book is entered into the Cataloguing Module database (book entry sheet) according to AACR2 Standards.
- Data validation, Regular editing of various access points in the database like Author, Title, Class No., etc.

5.1.3.6. Book Processing

- Stamping – Library Stamp to be put on the cover page.
- Enter the accession number on the title page, secret pages and on the date label.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape.
- Send the completely ready-to-use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, or Common stack area as the case may be.
- Complimentary, Institute material, Donations: These items are treated like books for processing, etc., and issued to department libraries or placed in the central library as the case may be.

5.1.3.7. Vendor Follow-Up

- Titles Not Supplied
- Reminders to Suppliers fortnightly

5.1.4. Maintenance of Files and Records

- Accession Register
- Purchase Orders
- Invoices
- Approvals
- Reminders



5.2. Procurement of Journals

5.2.1. Subscription Process and Approvals: Work Flow

Journals and periodicals are subscribed as per the norms of the AICTE approval process handbook. Once the journals' complete issues from the prior order had been received, the renewal process will start.

- a) Recommendation: The list of journals to be renewed is put on the notice of HOD through email and recommendations received. HOD can also recommend new titles.
- b) Approval
 - i. The list of journals to be renewed/subscribed received from HOD is processed for finding out the exact details like price, publisher and frequency.
 - ii. Put up the purchase request for approval from the Registrar, Principal Director, and the Manager.
 - iii. Proforma Invoice: Proforma invoice is collected from the publisher with details of payment.
 - iv. Ordering: Journals renewal/subscription orders will be issued by Section in charge of the Periodical Section after approval.
 - v. Maintain proper invoices, approvals for payment.

5.2.2. Processing of Journals: workflow

- a) Ensure that the items received are as per the order. Physical verification is done on receipt of the journal issue.
- b) Manual (Register) and computerized record of receipts of the journal issues.
- c) Timely display of the Loose Issues of the periodicals on the respective display racks.
- d) Accompanying materials such as CDs/DVDs, print supplements etc., are kept with the Periodicals Section.
- e) The documents relevant to the scope of the Institute's study and research areas be added to the gift collection and displayed.

5.2.3. Non-supply of journal

- a) *Reminders*: Missing issue reminders can be sent with the following frequency:
 - 1) For weekly and bimonthly journals: Once every month.
 - 2) For Quarterly/Biannual journals: Once every two months.
- b) *Replacement of missing issues*: The supplier must be asked to replace missing issues by:
 - 1) providing a replacement copy, or
 - 2) payment refund either in the form of a credit note or Demand Draft/Cheque or
 - 3) extend the subscription period equivalent to the corresponding period.



5.2.4. Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived as bound volumes. The list of journals to be bounded is selected by faculties and the selected list is put up for approval from Principal and from Manager. Though the library gets access to the back volumes of online from the publisher's websites, etc., the print volumes of these journals also are considered for archiving. The reference section of the Library has a separate place for bound volumes.

The following categories of materials can be considered for weeding out.

- a) Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as annual reports, directories, yearbooks etc. These are weeded out annually.
- b) Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection.
- c) Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white and old infected material.
- d) Material (Books, journals, reports) that the library received as gifts/complementary by individuals/institutions and organisations which have no relevance to BJI users.

5.2.5. Other Resources Managed

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

- Complimentary Loose issues of Journals.
- Newsletters
- Brochures
- Prospectus etc.

5.2.6. Maintenance of Records

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

- Journal Subscription Registers
- Subscription Orders
- Approvals

5.3. Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic, databases, indexing/abstracting services, software tools for research, e-Book, or any information resources that are available in electronic form.



5.3.1. Pricing Models

There exist many pricing models. BJI follows subscription-based models as well as one-time purchase process.

Annual Subscription: Access to content is available for only one calendar year.

5.3.2. Processes and Approvals

Since e-resources are very expensive a systematic evaluation of the e-resources is very essential. Hence, the following procedure be followed for subscribing to Online resources.

- Identify the need
- Ask for a Trial Access
- Publicize the availability of resources on Trial
- Analyse the Usage statistics
- Make a cost-benefit analysis by considering all relevant facts
- Put up for approval

5.3.3. Maintenance of Records

The transactions of all the activities/procedures/etc. performed for the subscription of e-resources are carefully and properly recorded for the relevant information and documentation. For ready reference to the records the following documents are kept in the Central Library.

- Correspondence and pricing details
- Subscription Orders
- Approvals

6. Library Facilities

6.1. The Physical Ambience and floor plan

The Central Library is functioning as the knowledge centre of the college. It spreads over on the third floor with ample Carpet area (approximately 386.80 sqm) *4163.481 sqft*

6.2. Reading Space:

- a. Seating Capacity : 64
- b. Available Seat : 64

| Location | Reading Tables | No. of Chairs |
|--------------------------|----------------|---------------|
| General Reading Space | 16 | 64 |
| Main Issue Section | | |
| Reading Area (Level – 1) | | |
| Digital Library | 10 | 20 |
| PG Library | 04 | 46 |
| Self-Study Room/Cabins | | |
| Total | 30 | 130 |



6.3. Learning Resources and Research Supports

6.3.1. Syllabus books/ Course reference

The central library host majority of the syllabus books as per the KTU curriculum. Teachers and students can borrow them for reference as per the rules of the library.

6.3.2. National & International Print Journals

The library subscribes minimum of 06 journals (print) per course offered by the college. As journals displayed in the periodical section can be consulted but they are not for issue. However, users can take a photocopy with the prior permission of the concerned staff.

6.3.3. E-Books and E-Journals

The Library has subscribed to DELNET (*Developing Library Network*) which provides more than 49,300 e-books and around 1,250 e-journals in addition to print materials with a remote access facility. Users can access it from anywhere.

6.3.4. Previous Year University Question Papers

Previous year's University Question papers of KTU are uploaded to the college website for the benefit of faculty and students.

6.3.5. NPTEL Video Lectures

NPTEL Video Lectures purchased are available in the digital library.

6.3.6. Inter Library Loan

The library is also part of DELNET where the books are borrowed from other universities through the DELNET network. Similarly, BJI also provide document delivery loans to other universities through DELNET.

6.3.7. Internet Browsing Facility

A separate internet browsing facility with 20 systems is attached to the reference section. Students and staff can use it during the library timings for their study and research works.

7. Archival Collection

The Central Library receives contributions from individuals and organizations to strengthen the collection (*the majority of the books received as donations are no longer in publication*).²

8. Library Budget and Finance

Budgeting for libraries is seen to be the act of estimating finances, allocating funds, and making the best use of the money spent on services and procurement of learning materials.

8.1. The library's annual budget has the following components:

- Books
- Periodicals (subscription and renewal)
- Online resources
- Furniture and equipment
- Maintenance expenses



The budget also includes funds for contingency expenses associated with binding and stationery purchases necessary to handle and maintain the books and journals.

8.2. Fund allocation to the library

The management is the ultimate source of allocation of funds for the library.

8.3. Budgetary Procedure

- Review the current budget
- Budget preparation
- Submission and approval
- Implementation

Note: Budget heads and titles change from time to time

9. Library Security System

Necessary security arrangements are made in the library for the smooth functioning of the library.

9.1. Closed Circuit Camera System (CCTV)

CCTV cameras are installed at critical locations in the library, which enables the Chief Librarian and the Manager to view the interior and surroundings of the library.

9.2. Security guards

Two Security guards who guard the east and west gates also keep a watch on the library as part of their general duties.

9.3. Library Walk-in Supervision

Walk-in by the users of the library is always under the surveillance at CCTV cameras, and secure guards also which the incoming and outgoing users.

10. Library team Management

A dedicated team of library staff members are available to work in the library. They are under the control of the Chief Librarian. The librarian assigns the work to each staff member.

10.1. Job Description of all Levels of library staff

Specific jobs are assigned to each staff member for a smooth work flow in the library.

10.2. General Conduct

The staff is expected to deal with the library stake-holders politely, giving priority to the needs of the students and faculty members.

10.3. Work Plan and Supervision

The library staff follow a documented work plan for the smooth operation of the library.



11. General Rules and Regulations for Students

The students of the college are the most important customers of the library. The rules and regulations regarding the use of the library are outlined earlier. The students are expected follow these rules and regulations for the benefit of all.

Policy Approved by:

Anil. A.R.

Principal
Bishop Jerome Institute

