

# LIBRARY

# POLICY



  
**REGISTRAR**  
ATLAS SKILLTECH UNIVERSITY

**ATLAS SKILLTECH UNIVERSITY**

Tower 1 – Equinox Business Park, Off Bandra-Kurla Complex (BKC),  
LBS Marg, Kurla West, Mumbai – 400 070  
[www.atlasuniversity.edu.in](http://www.atlasuniversity.edu.in)

## LIBRARY POLICY

### 1. Acquisition Policy:

#### 1.1 Recommendation of Books in the Library:

- Faculty members may recommend books to be procured for their courses and research.
- All faculty members 'book requests will be routed through the Head of Department
- Priority must be given to curriculum initiatives and then updating of various sections considering the ever-changing ethnic and socio-economic background of the students.

##### a. Procurement Process or Ordering of Books

- The library has to find out the best supplier for book procurement. Following may be the sources for book procurement:
- Publishers
- Vendors
- Amazon.in, Flipkart etc. (Online)
- The ordering may be done physically, online, by e-mail, etc. depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be Issued by the authorized person.

##### b. Discount

It plays an important role in selecting the right vendor to place the order. This discount rate will be followed for the next years. Following some important points should be kept in mind before ordering library books

- Supply of Books at current catalogue prices.
- Foreign Exchange rates to be charged according to the Bank rate or Good Offices Committee (GOC) Report Rates whichever is less.
- Minimum 20 % discount to be fixed for all purchases.

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Established vide Maharashtra Act No. XV of 2021 by the Government of Maharashtra

**c. Supply Deadline**

- Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, an additional TWO weeks' time may be given. Books which arrive after this will be accepted only after getting approval from the authorities (Library Committee, Department Head & Management) – who are not on the panel. Such cases will be processed after getting due approval.

**d. Terms and Conditions for Vendors.**

- Vendors must produce their profiles and with terms & conditions along with their PAN card. Every vendor needs to fill out a form provided by the account section to make payment.
- Must supply the latest edition
- All books carry a discount as per the agreed terms.
- The maximum time limit for supplying foreign publications is 45 days.
- Must quote the publisher's current prices along with price proof.
- Payment will be made within 45 days from the date of receipt of the invoice.

**e. Book Procurement Process Workflow:**

- Initiation of Acquisition
- Receiving recommendations via E-mails, personal login in KOHA, book requisition form, Publisher Catalogues
- Find out the exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking the Availability Status
- Put up for Approval
- Prepare and Issue Purchase Orders after approval.
- Items may be purchased on cash payment, if required, from exhibitions, bookshops or individual authors/publishers. In such exceptional cases, discount rates, as the seller may offer, will be acceptable.

#### **f. Books Invoice Processing**

The library must maintain bills in files and excel sheets for reporting.

- Receive Books from Suppliers/Vendors
- Cross Checking with Purchase Orders
- Price Proof Verification
- Submit the copy of books bill along with accession numbers of each title to accounts department and maintaining a copy of the same in book bill file in the library.

#### **1.2 Subscription to periodicals & databases:**

- Ensure that adequate recurring/annual funds are available for the approved Journals' Subscription/renewals etc. as required. The library must subscribe to periodicals (journals & magazines) and databases for each school as per the university requirement. The selection of periodicals will be the same process as books. The renewal of periodicals will be decided by the department Head and the Library Committee Members.
- All claims for missing issues must be settled within six months of the completion of the subscription year.
- Newspapers must subscribe as per the school's requirements.

#### **a. Receipt of and access to journals**

Ensure that all issues of periodicals are received as per subscription. Subscription details must be maintained manually as well as computerized along with received issues. After receiving the latest/new issue, will be processed with stamping and making them available on the display areas to access. If any accompanying materials such as CDs/DVDs are being received, will be preserved in the dedicated area with assigning a serial number.

#### **1.3. Procurement of e-Resources:**

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual e Journals or eBooks)

- Identify the need
- Ask for a Trial Access [if possible]
- Publicize the availability of resources on Trial
- Analyze the Usage statistics
- Make a cost-benefit analysis by considering all relevant facts
- Negotiation with Publisher
- Put up for approval of LAC for final purchase
- After LAC approval conclude the deal

## 2 . Circulation Policy:

The circulation policy at ATLAS SkillTech University allows students to borrow textbooks specifically for semester exam preparation, with the condition that these textbooks must be returned promptly after the exam period concludes. Newspapers, reference books, theses, and journals are designated as reference-only materials and are therefore not available for borrowing. However, in cases of urgent need, reference materials may be borrowed after 3:00 PM on Saturdays or a day prior to holiday and must be returned to the library by 9:00 AM on the next working day failing to which the user will have to pay fine of Rs. 50/- per hour.

The circulation terms for patrons are defined as follows:

Sr. No.	User Category	No. of Books	No. of Days	Late Fine [ Rs.]
1	Students	2	7	10
2	Research Scholars	2	30	10
3	Teachers	4	15	-
4	Visiting Teachers	2	7	-
5	Staff	2	7	-

**3. Lost and Paid Policy:** The user must report the loss of a library item to the circulation desk or library staff immediately. In the event that a patron loses or damages a book, they are required to either provide a replacement copy or pay the current value of the book.

#### **4. Preservation & Prevention Policy for Books:**

Preservative measures are taken for clean and neat storage of Books, Periodicals, Audio Video materials, through yearly contract with a pest control company. Necessary measures are taken by spraying and putting medicines regularly. This helps to keep books clean and neat. Also, the total cleanliness of the library is taken care regularly.

- **Binding of Journals**

All issues of the selected journals procured will be bound and kept on shelves. As in the case of book and periodical selection, a transparent vendor empanelment procedure should take place every two to three years. Vendor evaluation should be done in respect of prompt transmission of payment, complete supply of issues, fulfilment of the provisions of the agreement and the overall effective handling of the subscription.

- **Weeding Out Policy:**

- a. Weeding Out Policy for Books:**

The library will follow a regular procedure for weeding out the books and non-book material at the end of every year. Few subjects like Indian Economy, Taxation, Law, Computers books are to be replaced every year with new editions and the earlier editions are to be weeded out. In addition, periodically the books on the shelves will be checked and the ones that are torn and not required will be written off. This will help in keeping the collection updated.

The list of withdrawn books will be prepared and will be sent to the LAC meeting for committee members approval. Once approval is received, they are removed from the collection.

- b. Weeding Out Policy for Journals**

Selected few journals are bound and kept year- wise. The remaining periodicals are kept for one year for reference purpose.

- c. Weeding Out Policy for Newspapers**

We get four Newspapers daily. All the newspapers are kept in the library for three months. All the papers are serially arranged date-wise and they are readily available for reference. The earlier newspapers are discarded. This process is done after every three months.

- d. Weeding Out Policy for Av Material**

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The Video Cassettes/ CDs/ DVDs are checked and whenever the condition of the material is not up to the mark, such material is weeded out.

**e. Weeding of Hardware:**

The outdated, malfunctioning hardware is weeded out and sent to IT department for further action or disposal.

**5. Fine Policy**

If any student does not return the book on time, he/she is charged with fine. The fine charges are – Rs 10.00 per day per book

**6. Book Donation Policy for Library:**

The library accepts donation of books that are unique, in good physical condition and relevant to ATLAS research and learning needs. Librarian will review the donations to make selection decisions based on the collection development policies of the library and of the subject area involved. Utility and physical condition of the donated books must be scrutinized by the Librarian/ Library Advisory Committee (LAC) before accepting them for the library.

The library may issue ‘Acknowledgement’ against the receipt of the gifted books.

**7. Internet Policy:**

This Internet/Wi-Fi Usage Policy applies to all members of ATLAS library who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by Members is permitted and encouraged where such use supports the goals and objectives of the ATLAS library. However, access to the internet through library is a privilege and all Members must adhere to the policies concerning Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of Membership. Members may also be held personally liable for damages caused by any violations of this policy.

**Internet Usage:**

- i. Members are expected to use the internet responsibly and productively.
- ii. Internet/Wi-Fi should be used only for research and educational tasks that may be found via the Internet.
- iii. All sites and downloads may be monitored and/or blocked by ATLAS library if they are deemed to be harmful and/or not productive.

**Unacceptable Use of The Internet by Members Includes, But Is Not Limited To:**

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via ATLAS library internet service
- Stealing, using, or disclosing someone else's password without authorization
- Downloading, copying or pirating software and electronic files that are copyrighted.
- Sharing confidential material, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Introducing malicious software onto the ATLAS library network and/or jeopardizing the security of the organization's electronic communications systems
- Passing off personal views as representing those of the organization

**8. Library Equipment Policy:**

The library reserves the right to terminate Membership of anyone not using library equipment in a responsible manner. Borrowers are responsible for damage done to library equipment while checked out under their name, or as a result of their misuse or abuse.

**9. Stock Verification and Procedure to Write Off Books Policy:**

Stock verification is an annual process which will be conducted in the summer vacation



of every year. Periodic stock verification leads to the cleaning and dusting of books. Physical verification of the library stocks has to be carried out to identify the losses, identify misplaced documents, and identify documents that need repair.

**a. Write Off Missing & Lost Books**

- A list of missing books must be made by library staff not found during the stock verification.
- Library staff to make all possible efforts to locate the books not found during stock verification.
- A list of lost books by the borrower must be replaced by a new edition or any other relevant edition if the same edition is not available in the market. The book can be written off and assigned a new accession number to the new book.
- The list of missing and lost books must be presented in the library committee meeting along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting the library, losses within permissible limits, etc.)
- Get approval from The Library Advisory Committee for replacing the books.

**10. Licensing Restrictions:**

Electronic resources subscribed by ATLAS library are restricted by license agreement to students, faculties, staff and Members of the ATLAS library for the purposes of research, teaching, and private study. Commercial use and systematic downloading, copying or distributing of information is expressly prohibited. Users are individually responsible for compliance with these terms.

**11. Reconsideration of Library Material Policy:**

Periodically the Librarian will review the library materials and will discard items which are outdated and do not hold any value.

**12. Newspapers and Periodical Subscription:**

Periodicals and newspapers are collected and maintained by the ATLAS library to provide the campus community with up-to-date information on events, trends, analyses, and current research in those areas supporting the curriculum. The holdings supplement the general collection by providing information not available in books, as well as serving faculty and staff as selection aids, reviewing media, and professional reading. The library attempts to provide periodicals especially in those fields in which books are not the predominant format for conveying information, or in which the information changes rapidly.

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### 13. Personnel Policies:

- Hours of work are scheduled to meet the requirements of the library.
- Library staff is to be at their places of duty ready for work at the time assigned and are to remain until relieved or the assignment completed.
- When staff is unable to report to work on time, the Librarian should be notified as far in advance as possible.
- Meal break length and timings will be as mutually agreed by staff and Librarian.

#### a. Staff Training:

The ATLAS library is committed to the growth of library staff so that they can acquire, organize, and interpret information for our members. We encourage staff to make maximum use of training and development programs that enhance job-related skills, opportunities for advancement. ATLAS library provide support for staff training to the fullest extent possible without compromising other essential work of the library. Library management places a high priority on providing the resources that allow this training to go on smoothly at all levels.

#### b. Staff Conduct:

Staff members have a special responsibility to:

Understand and carry out the established policies and procedures of the ATLAS library and to express in a positive manner, directed toward appropriate channels, any concern with or objection to policies, philosophies or programs.

- Protect the confidential relationship that exists between a library Member and the library.
- Maintain an objective and open attitude of understanding, courtesy, and concern for the Member's needs.
- Serve all Members equally according to their needs.
- Make the resources and services of the library known and easily accessible to current and potential Members.
- Acknowledge the importance of the work done by all staff and maintain a sense of loyalty to, and cooperation with, other staff members.
- Carry out assignments so that other staff members need not assume added responsibilities, except in times of emergency.
- Share knowledge and expertise with others.

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- Represent the library in the community and elsewhere and promote library services when appropriate.
- Be agile. Work towards being collaborative and innovative.

**d. Dress Code:**

Library staff needs to be able to work comfortably in the workplace but project a professional image for library Members. Business / Business casual dress with a clean and neat appearance is the standard dress code.

Unacceptable article of clothing shall include, but are not limited to; sweatpants, miniskirts, shorts, flip-flops, slippers, and any clothing that has words, terms, or pictures that may be offensive to other members.

Any questions about the dress code should be directed to the Head Librarian. If clothing fails to meet the expected standards, the member will be asked to comply with dress code requirements.