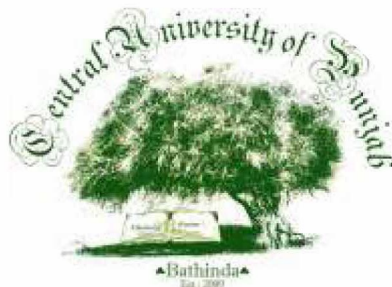


UNIVERSITY LIBRARY MANUAL 2014



Central University of Punjab, Bathinda
(Established vide an Act of Parliament in 2009)



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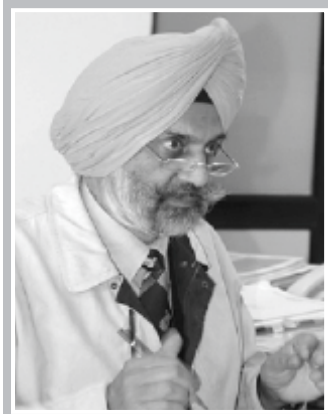
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Abbreviations

AACR2	Anglo American Cataloguing Rules
CAG	Comptroller and Auditor General of India
CD	Compact Disc
COC	Coordinator of the Centre
DELNET	Developing Library Network
DVD	Digital Versatile Disc
GOC	Good Offices Committee
GOI	Government of India
ICT	Information and Communication Technology
INFLIBNET	Information and Library Network
ISID	Institute for studies in Industrial Development
IT	Information Technology
LAC	Library Advisory Committee
LAN	Local Area Network
LLC	Local Library Committee
MF	Ministry of Finance
OM	Office Memorandum
OPAC	Online Public Access Catalogue
PAN	Permanent Account Number
PDF	Portable Document Format
RFID	Radio Frequency Identification
ROM	Read Only Memory
SLIM	System for Library and Information Management
TAN	Tax Deduction and Collection Number
URL	Uniform Resource Locator
VAT	Value Added Tax



Message of the Vice Chancellor

The Central University of Punjab, Bathinda (CUPB) has gone a long way in its making as a reputed educational institution in the country, overcoming the challenges of infancy. We have been committed to build a resourceful and vibrant library in order to provide all the necessary resources to our students and teachers. The University Library has always been at the heart of our endeavor to achieve excellence in the creation of knowledge and its dissemination. Today, the University Library has grown with most modern infrastructure, a large number of books and access to around ten thousand e-resources and print journals. Efforts are underway to accelerate its growth in our commitment to make it a distinguished repository of knowledge in the country and beyond.

Building a resourceful library also involves putting in place rules and regulations that ensure the full and fair use of resources housed in the library and its systematic administration. The present document, University Library Manuel, provides such a regulative framework for better governance of library and its fitting use. I congratulate all those who put in their efforts in the making of this document. I am confident that this document will be instrumental in ensuring good governance of the University Library and its appropriate use by the seekers of knowledge.

A handwritten signature in black ink, which appears to read "Jai Rup Singh".

Prof. (Dr.) Jai Rup Singh

1. Introduction to the University Library

The University Library of the Central University of Punjab is air-conditioned and is situated in a central place in the Academic Block, in the vicinity of class rooms, laboratories and faculty rooms, in order to meet the information needs of the faculty and students. Carefully designed with elegant modular furniture, the library presently has over 16000 titles and subscribes to 85 international and national print journals, apart from subscribing to 9000 full text online journals under the 'UGC Infonet Programme', with access to Science Direct, Springer, J-STOR, Wiley-Blackwell, Taylor and Francis, Project Muse, Science Online, IEEE, etc. Access is also available to periodical collections of 22 university libraries in India through JCCC-UGC Infonet. This service has an in-built facility to request articles from other university libraries in India. The University Library has access to all important full text data base including World Bank E-Library and membership of DELNET. Radio Frequency Identification (RFID) and Electromagnetic security system facilitate self-service for circulation of materials (issue, return and renewal), reprographic services with latest photocopying machines and sophisticated scanners are available for the users.

The present manual deals with the important functions of University Library and delineates policies about its activities such as collection, development, provision of information services and management of other academic support facilities. It is expected to bring clarity and uniformity in procedures and practices of the library and improve its efficiency, utility and services

The University Library is meant to identify, evaluate, procure, process and make available the learning resources to its users. The University Library aims at meeting these goals with highest level of professional commitment.



2. The Librarian and Local Library Committee (LLC)

The Librarian shall be in charge of University Library and a Local Library Committee (LLC) shall be constituted for proper management of the library. The LLC shall advise, recommend and supervise the functioning of the library and facilitate the library development plans. It will also act as a channel of communication between the university administration, library and its users.

2.1 Composition

The LLC shall be appointed by the Vice Chancellor, Central University of Punjab, Bathinda (CUPB). The composition of this Committee shall be as follows:

- *Chairperson*: Vice Chancellor/or his nominee
- *Members*: Not more than one faculty member from each School (total not more than five)
- *Secretary*: Librarian shall be the Secretary of LLC

All officers of the university shall participate in the meetings to provide required inputs, as and when required.

2.2 Meeting frequency

The LLC will meet at least once in every quarter.

2.3 Tenure

The LLC shall be reconstituted once in two years. A member who withdraws from the LLC shall be replaced with the approval of Vice Chancellor. No member shall serve the committee for more than two consecutive terms. For the sake of maintaining continuity, only 2/3rd of the members will be replaced at the end of each term.

2.4 Functions of Local Library Committee

- a) To provide general direction to the library.
- b) To review the functioning of the library with regard to its support to the academic programmes of the university.
- c) To advise the university on matters of policy relating to development of library.
- d) To outline the library collection enhancement policy as and when required.
- e) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- f) To suggest ways and means to generate revenue from library resources.
- g) To formulate action plan for the development of library infrastructure, facilities, products and services.
- h) To evaluate the suggestions made by the library users.
- i) To formulate the policy for library use and framed procedure for its use.
- j) To assist library in providing need based information services.
- k) To review the requirements of the new programmes being introduced and advise library about financial assistance.
- l) To evaluate school wise book procurements and allocation of budget accordingly.
- m) To appoint committee for verification of stocks.
- n) Any other function as assigned by the Vice Chancellor.

3. Library Budget

Library budget may be used to procure information resources and provide access to the resources. The present annual budget of the library has the following components:

1. UGC plan grants
2. Allocation from university maintenance grants
3. School/Centre grants
4. Programme specific grants

Budget must have contingency funds for binding and other stationery needed to process and maintain the books and journals. Annual Reports, Directories, Year Books, India Reference Annuals and those having lesser or no archival importance (such as India - a reference annual, Handbook of Universities, Swami's handbook, etc.) may be procured under non-capital budget sub-head.

3.1 Allocation from projects being carried out at CUPB

All the projects being carried out at CUPB also initially depend on library infrastructure for the learning resources and internet access to a great extent. However, not all projects have a separate allocation to be given to library for using the library facility. Therefore, each project should earmark some funds towards library expenditure and this should be indicated to the library, so that all the learning resources needed for the project and their faculties are procured using these funds.

3.2 Library: Different from stores

As indicated in the GoI. M.F. OM 23(7)-EII(A)/83 dated 7th February 1984, (GFR 116(2)(1) (1978)), “the position of library books, etc., is different from that of stores”. LLC may recommend the purchase of books through book fairs etc. The above OM is reproduced below:

*“Librarian (not below the rank of Deputy Secretary to the Government of India) subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard book sellers on the prevalent terms and conditions. **Tenders need not be called for this purpose.**”*

3.3 Resources with ephemeral value

Annual Reports, Directories, Yearbooks, Swamy's handbooks, etc., which have lesser archival importance may be purchased from contingent expenditure budgets only in order to facilitate easy weeding out of these items. The categorization of the documents for its ephemeral value or otherwise be decided by the LLC.

4. Procurement of Information Resources

Library shall make a systematic effort to build up the collection by identifying, evaluating, selecting, processing and making the learning resources available to the users.

4.1 Procedure for procurement of books

- a) Faculty shall recommend the books to be procured for their courses and research.
- b) Students/Research Scholars may also recommend the books for procurement, provided their recommendation is endorsed by a faculty member.
- c) All faculty indents will be routed through Finance/Accounts Department for the approval of Vice Chancellor for making financial arrangement.
- d) Purchase orders will be issued by the Librarian.
- e) Appointment for a panel of vendors shall be made based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. and the panel should have a minimum of eight vendors.
- f) Vendors panel shall be updated from time to time based on their performance.
- g) Documents and books may be obtained from specific sources, book fairs and standard agencies – which are not on the panel, if there is sufficient justification.

4.2 Terms and conditions for vendors

- a) The vendor shall supply publications at current catalogue prices.
- b) Foreign exchange rates shall be charged according to Good Offices Committee report rates (GOC) or bank rates as decided by competent authority of CUPB.
- c) Minimum discount as approved by the competent authority shall be provided by all vendors.
- d) In the case of short/no discount titles or titles procured from abroad against specific orders (like institutional/society publications), the supplier may be allowed handling charges on the net landed cost of the publication. The invoice of publication may be worked out as follows:

Published price minus discount earned plus handling charges of the overseas agent, if any. To this to be added is the actual freight, clearance, bank and postal charges; documentary evidence is to be given to the library for such charges on demand.
- e) Central and state government publications may be purchased without discount.
- f) Librarian shall certify on the bill that (i) only latest editions have been received (ii) prices have been correctly charged in accordance with the publisher's latest catalogue.
- g) Unless otherwise mentioned on the books, all bills must carry the price proof (like photocopy of publishers catalogue, publisher invoice etc.)
- h) The purchase order issued will be valid for 60 days unless otherwise mentioned.

4.3 Procurement process

The procurement process for the library shall have the following steps:

a. Initiation of acquisition:

- Receiving recommendations on indent forms, noting sheets, publisher catalogues marked and through signed by users.
- Collecting exact details of the titles recommended.
- Checking for duplication.
- Corresponding with suppliers/vendors for checking availability status.
- Putting up for approval of the competent authority.
- Issuing purchase orders.

b. Accessioning:

- Details of the invoice and books shall be entered in accession register.
- Accession numbers to the titles in computer purchase bills shall be assigned.
- Entries in bill register passed and bills forwarded.
- Maintain bill file.
- Maintain bill register data in EXCEL sheet for reporting.

c. Invoice processing:

- Books received from suppliers/vendors shall be cross checked with purchase orders.
- Foreign exchange rate verification shall be done.
- Price proof verification for foreign publications and for books on which price is not mentioned (photocopy of the publisher catalogue, print out from the publisher's website, photocopy of the invoice received by the supplier from the distributor).
- Prepare book received report (BRR) on SLIM database
- Prepare purchase bill (PB) on SLIM database

d. Classifying:

- Books/thesis/dissertations will be classified as per the Dewey Decimal Classification (DDC) schedule.
- Cutter numbers will be assigned.
- Class number, cutter number and collation will be written on the back of the title page.

e. Cataloguing:

- Bibliographic details of each book shall be entered into cataloguing module database according to AACR2 standards.
- Assigning keywords: minimum three keywords will be assigned to each title.
- Data validation: regular editing of various access points in the database like author, title, class number, etc.
- Making analytical entries, wherever needed.

f. Processing books:

- Stamping – library stamp to be put on the back of title page, on secret page and on the last page.
- Enter the book in computerized database of SLIM.
- Insert the RFID tag and conversion.
- Insert 3M security tattle tape.
- Send the completely ready to use new arrivals to new additions rack, reference section or reserve shelf, as the case may be.

g. University material like dissertation/thesis/reports and books received as gift

- These items are to be treated like books for processing etc.
- The book report will be sent to another campus if it is already available.

h. Financial planning/budgeting:

- Monthly utilization report: grants/account wise.
- Inform Coordinator of the Centre (COC) about the status of funds every two months.
- Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.
- Prepare proposals/ requests for mobilizing funds for the acquisition.

i. Reports to be generated (Monthly)

- Number of requests received from Faculty.
- Number of titles recommended.
- Status of the recommended titles (already available, out of print, untraced).
- Number of titles ordered.
- Number of titles received (success rate).
- Number of titles received as gifts/donations.
- New additions bulletin (Monthly).
- Books received information to recommending faculty (Fortnightly).

j. Vendor follow up:

- Titles not supplied.
- Reminders to suppliers fortnightly.
- After checking the inability of one supplier, redirecting the order to another supplier/vendor.

5. Subscriptions of Journals

5.1 Availability of funds

Adequate recurring/annual funds will have to be ensured for the journal subscription/renewals.

5.2 Procedure for preparing a panel of vendors

Library should have a panel of vendors for supplying different kinds of documents with following criteria:

- i. Registration number obtained under shop act, age of the organization.
- ii. Performance: response to the correspondence, speed of supply, adherence to the terms and conditions.
- iii. Experience by the peers.
- iv. PAN/TAN, Sales/VAT tax numbers.
- v. Publishers that a vendor supports.
- vi. Vendors turnover.
- vii. Institutions to which the vendor supplies resources.

5.3 Terms and conditions

- i. Supply of periodicals shall be at current catalogue prices.
- ii. An agreement shall be signed with the vendor in case of foreign journals.
- iii. Proof of GOC/bank rates exchange rates having prices in foreign currencies as on the date of billing for the remittance towards journal subscriptions.
- iv. Advance payment if required, shall be made with the approval of competent authority.
- v. Library shall subscribe journals against institutional membership and not against 'personal subscriptions'.
- vi. Journal subscription payments: The payment towards the journal subscriptions shall be made (a) directly to the publisher or (b) through the subscription agent/vendor.
- vii. Missing issues: The Librarian shall seek one of the following replace original missing issues or publisher certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque.
- viii. Claims: Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.
- ix. Online access: A committee constituted for the purpose shall negotiate with the publisher/vendor and arrive at a fair price regarding electronic version of the print subscriptions.
- x. Terms and conditions for pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc. will be pre informed to vender.

5.4 Ordering journals

- i. Compile priority list with the approval of the LLC and the Vice Chancellor.
- ii. Adhere to the terms and conditions of the University Library.
- iii. Budget estimate based on the costs and currency conversion.
- iv. Place orders from available options as indicated in terms and conditions.

- v. Payment against the original and proper invoice/bill/renewal notice etc.

5.5 Receipt of and access to the materials

- i. Ensure that the items received are as per the order/access is enabled to the desired resource.
- ii. Manual (Kardex) and computerized record of receipts of the journal issues.
- iii. Article/s entry into the in-house database in response to the set user profile.
- iv. Timely display of the loose issues of the periodicals on the respective display racks.
- v. Linking to the online content wherever applicable.
- vi. Accessioning the virtual resources should not be done since they do not exist in physical form.
- vii. Accompanying materials such as CDs/DVDs etc. are being preserved at the Audio-Visual section of the library. Other than CDs/DVDs are kept with the Periodical section.

5.6 Gratis and exchange periodicals

- i. All the documents relevant to the scope of the university's study and research areas be added and accessioned into the collection.
- ii. Try to get the free/discounted subscription to the periodical wherever possible.
- iii. Gratis may be accepted from the faculty, scholars of CUPB or outside universities and organizations of similar interest.
- iv. Avoid duplication unless essential.
- v. There should be a proper record of gratis items and these should be acknowledged appropriately.
- vi. Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and article entry is advised to be done in the Library Database and the completed volumes will be bound and accessioned and archived.

5.7 Archiving and weeding out

In order to provide better access to the frequently consulted literature, back volumes should be archived in a less active storage area.

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

- i. 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 may be weeded out periodically.
- ii. Duplicate issues of the journals may not necessarily be weeded out. These can be passed on to the other universities/organisations.

5.8 Other resources

A collection of Non-Book Materials such as audio cassettes, video cassettes/VHS tapes, microfilms, microfiche, 35mm films, psychological tests, booklets, posters etc. shall be maintained at the periodicals section and enlisted in a computer file (MS-Excel). These materials shall be open to all library users.

5.9 Maintenance of records

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

- i. Periodicals record registers
- ii. Bills register
- iii. Gratis journals record register
- iv. Kardex
- v. Card catalogue for bound volumes and
- vi. Various files

5.10 Procurement of e-resources

- i. E-journals, e-books, databases, and other resources available in electronic form can be negotiated with the publishers/resource providers.
- ii. The University Library can adopt a pricing model based on the estimated usage.
- iii. Clear terms shall be enforced upon publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.
- iv. Since the UGC Infonet e-journals consortium is providing access to large number of resources to universities, care needs to be taken that university gets maximum number of e journals from that consortia.
- v. In case of termination of the agreement or on expiry of the agreement, the licensor shall provide the full-text of the e-journals entered into agreement and for the period of agreement on the prevalent state of art formats i.e. DVDs, CDs, etc., with the retrieval software.
- vi. Trial Access: Many a times publishers propose for trial access to their respective journal collections which can be made accessible through the university's IP numbers to supplement the existing journals collection whenever possible.

6. Circulation Section

Circulation section shall handle front desk operations of the library with the following major activities:

- a) Issue and return of learning resources (primarily books).
- b) Attending the user's query for effective interpretation of library rules and regulations.
- c) Registration of new members and issue of barcode generated ID Card for users.
- d) Inter library loan service.
- e) Operation of "circulation module" of library management software SLIM ++. Maintenance and updating of all data related to users at circulation desk in SLIM ++ software.
- f) Sending reminders to users whenever documents are overdue.
- g) Display of books during seminars/workshops.
- h) Maintenance of compendiums.
 - I Correspondence for no due issuing.
- j) Library orientations/information literacy.
- k) Assisting the users for accessing OPAC and references.
- l) Assigning library staff duties for Saturdays/Sundays.

6.1 Issue/return procedure

Proper flowchart/sequence of activities to be followed to issue and receive the library books is defined below:

While issuing the books

- Quickly glance the book for any damage.
- Ensure that the user writes the details of book in passbook and signs on the book card.
- Enter details into issue database.
- Discharge the books as per 3M Security.
- Prepare gate pass.
- Handover the books/passbook to the user.

While receiving the books

- Quickly glance the book for any damage.
- Check due date for necessary action.
- Cancel the entries in the pass book.
- Cancel the entries from user account in SLIM.
- Charge books as per 3M security system.
- Send them to stack for shelving.

6.2 Loan criteria/borrowing entitlements for faculty/ students and others

Number of items that a user can borrow is as below. This is subject to revision, as found necessary by the LLC from time to time.

Category of user	General shelf books		Reserve shelf books	
	No. of books	Issue period (Days)	No. of books	Issue period (Days)
Faculty member /Adhoc faculty	10	30	2	2
Visiting faculty	5	15	-	-
Administrative staff	5	15	-	-
Part time Ph.D. scholars	5	21	-	-
M. Phil. scholars	5	15	1	1
Ph.D. scholars	5	15	1	1
Research/Project Assistant	2	15	-	-
Alumni members	1	21	-	-
Institutional members	3	30	-	-

6.3 Documents that can and cannot be borrowed

- Books from the general shelf can be borrowed.
- Reserve shelf books can be borrowed only for a specified period, **i.e one day**.
- CDROMS, DVDs and audio video cassettes can be borrowed for a period of one week.
- All reference books and resources including encyclopedia, dissertations/theses, project reports, special collections and any other precious documents are available only for consultation within the Library and are not issuable.
- Journals bound volumes, loose issues of journals and the latest available issue of the magazines are to be referred within the library premises and are not available for issuing out.

6.4 Renewals/reservations and overdue fines

- Books can be renewed for another term if there is no demand on them. The renewal must be made on or before the due date.
- There will be an overdue charge as prescribed from time to time by the competent authority.

6.5 Loss or mutilation of documents

- Library materials are to be handled with care.
- If a book is lost or mutilated, then the book must be replaced with the same or latest edition of that book.
- Three times the cost of the book shall be payable to the library, if the book is out of print.
- If the book is reported (in writing) as lost/ misplaced, the overdue charges are not levied in such case for a maximum period of two months from the date of report until the same is replaced.

6.6 Day membership/visitors access

Interested students/researchers from outside CUPB are allowed to utilize the library services if they produce valid identity cards and register as day members by paying daily library fee as prescribed.

6.7 Theft/misuse of library resources

The theft or misuse of library resources like books, journals, reports and dissertations will be viewed very seriously. Each case will be examined to ascertain its genuineness and the matter will be reported to the LLC/Vice Chancellor for further action.

Late return of resources, acts of indiscipline within the Library, attempts to navigate library resources out of the library without being issued, etc. will also attract fine and disciplinary action, as decided by the LLC from time to time.

6.8 Issue of library use certificates

Circulation desk shall issue library use/attendance certificate to research scholars who request for it. They must apply for on the prescribed form and produce an introduction letter from the librarian/HOD/supervisor of their university.

7. Collection Development

Collection development being a primary function, an acquisition policy outlining the procedures and methods necessary for collection development is outlined below:

7.1 Budget for new programmes

Library must make special provision in the budget to strengthen and diversify the existing collection in view of the new programmes being started by CUPB with best possible learning resources in tune with the developments in every sphere of knowledge.

7.2 Follow-up with funding agencies

Library should follow-up with funding agencies like UGC, trusts/endowments for augmenting finances to strengthen the collection development process.

7.3 Follow up with UGC Infonet (consortium)

Library must continuously follow up with consortiums like UGC infonet for inclusion and addition of new journals and databases to support the new academic programmes.

7.4 Shift towards e-resources

Because of the conveniences like multiple access and anywhere anytime access, there is a considerable demand for online databases, e-journals and e-books. CUPB also has excellent access infrastructure like Cyber Library, Wi-Fi enabled 1Gbp intranet, 100 Mbps broadband internet and Wi-Fi connectivity on the campus. Hence, emphasis may be given to e-resources.

8. Stack Room/Display Area Management

Organization of collection plays a very important role in ensuring the optimum utilization of the reading materials kept in the University Library. Presently, the learning resources are stacked/displayed in the following categories:

- General stack.
- Reserve shelf collection (consisting of books in high demand, thesis/dissertations and CUPB project reports).
- Reference section (consisting of encyclopedias, dictionaries, manuals, etc.).
- Newspaper/magazine display area.
- Journal display racks.

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their respective shelves at least twice a day.
- Each unit of stack to have a designated library attendant/trainee.
- Shelf reading must be done continuously to look for misplaced books.
- Books reported untraced by users be traced in the shortest possible time with documentation like when the request was received and when it was solved.
- The stacks should be properly labelled with subject guides and class number guides.



9. Stock Verification and Procedure to Withdraw Books

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity is fixed:

Size of University Library	Periodicity
Up to 20,000 volumes including journal back volumes.	100% physical verification at 3 year interval.
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year interval.
Above 50,000 volumes and up to 1,00,000 volumes including the journal back volumes.	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done.
Above 1,00,000 volumes including the journal back volumes.	Sample (10% of the total stock) physical verification at interval of not more than 5 years. If such a sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done.

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LLC and the library staff will assist the verification team.

9.1 Loss of publications

- Some loss of publications is inevitable, especially in the context of open access practice in libraries. Therefore, the librarian should not be held responsible for the losses.
- Loss in a year to be taken as reasonable shall be determined by the Vice Chancellor CUPB.
- Loss of a book of the value exceeding Rs. 2,000/- for books published in India and Rs.10,000/- for books published abroad and books of special nature and rarity shall invariably be investigated and necessary action will be taken. The Vice Chancellor may write off all such losses. The base value suggested for Indian and foreign books shall be reviewed every five years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by the competent authority.
- If the cost of the book is more than the permissible extent (Rs. 2, 000/- for Indian and Rs. 10,000/- for foreign book), the causes of such loss may be investigated with approval of the competent authority and remedial measures should be taken.
- Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages be considered as loss for write-off.

- Librarian may write off the loss of books, volumes, etc. mentioned in the preceding paragraph provided the total value of all such books, etc. does not exceed the monetary limit prescribed in the Delegation of Financial Powers Rules, 1978. In the event of the total value exceeding the monetary limit specified above, the loss of books shall be written off by the competent authority as specified in the Delegation of Financial Power Rules, 1978.
- The disposing of mutilated/ damaged/ obsolete volumes should be made on the recommendations of the LLC which shall decide whether the books mutilated/damaged/obsolete are fit or not fit for further use. (Extract from Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984 and CAG's U G No. 1964-TA.II/21-83 dated 23.12.83).

9.2 Procedure to write-off lost materials

- List the documents not found during stock verification.
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task).
- Prepare pre-final list of the documents not found and publicize.
- Compile a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries.
- Compare losses with borrowing/consulting/photocopying statistics.
- Put up the list of common entries to the Vice Chancellor along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.).
- Get approval from the Vice Chancellor.
- Issue OM.
- Make necessary entries in the accession register, write-off register, assets register, etc.
- Remove records from databases.
- Close the file.
- Improve the system with additional precautionary measures.
- Follow closed access to the rare books and specialized collections as a preventive measure.

10. User Services

10.1 Issue/return

As displayed on circulation desk, with approval of the competent authority.

10.2 Library timings

As notified from time to time. The library shall remain open on all days of the year except on 26th, January, 15th August and 2nd October, if not notified otherwise.

10.3 Reference service

Library houses all important reference sources like Encyclopedias, Dictionaries, Handbooks and Manuals, Statistics and Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the ground floor reference section. Users can also contact the library staff on duty for any assistance. Library also has access to online reference sources which may be retrieved from the library website.

10.4 Information literacy/library orientation

Library will conduct information literacy/user education/orientation programmes to all in the beginning of the academic year. Besides this, awareness programmes should be conducted as and when requested by the users from time to time.

10.5 Inter library loan

Library maintains an inter-library loan arrangement with leading libraries. Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

10.6 Photocopying services

Presently the University Library maintains two heavy duty photocopying machines. However, efforts shall be made to outsource the photocopying service with a vendor located inside the University Library premises, so that photocopies may be made without getting materials issued.

11. ICT Services Division

11.1 UGC-Infonet services

UGC has set up this programme to promote use of electronic databases and full text access to e-journals by the research and academic community of the country. Online databases are accessible via the library homepage, which provide access to full-text scholarly research articles beyond the physical wall of the University Library.

- Access to more than (9000) full text scholarly journals online.
- Thirteen online databases in different fields of Literature, social science and sciences.
- Project Muse (389 journals); Oxford University Press (202 journals); JSTOR (729 journals); Springer Link (1236 journals); Taylor & Francis (1076 journals); Science Direct (1000 journals); JCCC (Gateway Portal); ISID; Cambridge Journals Online (279 journals); Wiley Interscience (502 journals) etc. are available under the UGC-Infonet services, and through IP based access to all e-resources.
- Statistical usage reports of e-resources.

11.2 Digital library services

A state-of-art digital library provides access to various CD-ROM databases, electronic thesis & dissertations, in-house bibliographic and full text databases and institutional repository. The following will be available/undertaken:

- Access to electronic version of Indian Journal of Social Work and Sociological Bulletin on library intranet.
- Digitization of library materials including rare and out of print books but in demand.
- Digitization of thesis and dissertations submitted to the university.
- External digitization projects.
- Scanning and printing facility for the students.

11.3 Cyber library

The CUPB library has set up cyber library with several computers working in a networked environment through connectivity using 100 Mbps high bandwidth leased line. The online databases like Project Muse, Springer Link, JSTOR and Blackwell will provide access to full-text journals through UGC-Infonet e-journals Consortia. Salient feature of cyber library are:

- Cyber library in a networked environment with Pentium computers using a dedicated 100 Mbps leased line
- Open 24x7 and 365 days a year
- Both reading and computing facilities
- Laser printing facility
- Access to full text online journals through UGC-Infonet E-Journals Consortia and other library e-resources.
- IP based Web Cameras for surveillance to enhance security of the library resources.

11.4 Cyber library: acceptable use and code of conduct

- a. Do not connect your mobile to computers.
- b. Do not install any software without permission of the IT team.
- c. Do not download movies or songs.
- d. Do not remove LAN card, keyboard or mouse from the computers.
- e. Do not save any document on the desktop.
- f. Scan your pen drive, CDs and DVDs before use.
- g. Turn off the computer when your work is completed.
- h. All drives will be formatted every 15 days by IT team without any intimation.
- i. IT team will not be responsible for any data loss.
- j. Please inform IT team in case of any computer and network related problems.

11.5 Licenses and fair use of e-resources

The INFLIBNET Consortium subscribes to thousands of electronic journals and provides full-text electronic resources and bibliographic databases for its member institutions. All electronic resources available through the Consortium are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the INFLIBNET Consortium on behalf of its member institutions. The licenses for electronic resources impose two types of restrictions on its usage: i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. Secondly, it is the responsibility of individual users to ensure that e-resources are used for personal, educational and research purposes only. Most of the agreements entered into by the Consortium and publishers specify items that users are prohibited to do. Some of them are as follows:

- Systematic or programmatic downloading, retention and printing are prohibited. For example, you cannot download entire issue of a journal or print several copies of the same article.
- Electronic distribution of content is also restricted although the specific restrictions vary from publisher to publisher. It may be permissible to forward an article to another colleague in your own institution by email, however, transmitting an article to someone outside of the institution, or to a large group of recipients, a mailing list, or an electronic bulletin board, is not allowed.
- If you are teaching a class, you can print out a copy of an article from an e-journal and include it in your course pack. However, you cannot make multiple copies for circulation. Copyright laws protect published material in any format so that it cannot be copied except in accordance with fair use. Providing access to material for educational purposes falls within the realm of fair use.
- Please ensure that the resource is used for educational and research purposes, only and not for commercial purposes.
- Providing electronic links on your course web pages to the library's licensed resources is permitted but you cannot post the PDF of an article on your website. The publishers' main concern is that people outside of your campus network should not be able to access resources licensed by your institution. However, a researcher can post a pre-print of an article written by himself.
- As with any kind of scholarly communication, a researcher can use phrases or quotes from other articles and cite the source of information. However, a researcher is prohibited from using large chunk of information (paragraphs and chapters) from an article or from a chapter in a book.

Violation of an agreement

Publishers track the use of their electronic resources in terms of number of downloads made by subscribing institution. Misuse, if any, is notified to the subscribing institution with details of kinds of violations and institution is expected to take action. The publisher also suspends the access to e-resource pending suitable action by subscribing institution. The access is stopped not only for journals where license agreement was violated but for all journals by the same publisher. Moreover, the access is suspended not only for the individual violator but for the entire institution.

Conditions of use and licensing restrictions for electronic resources

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

Permitted	Not permitted
-Viewing, downloading, copying, printing and saving a copy of search results.	-Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted.
-Viewing, downloading, copying, printing and saving individual articles.	-Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted.
-Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes.	-Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content).
-Sending a copy of an article to another authorized user (i.e. current faculty, students or staff).	-Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted.
- Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access).	- Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access).

E-resources under UGC-Infonet Digital Consortium and subscribed by Library

The following are some of the available resources under this programme:

E-Journals:

American Chemical Society	37
Annual Reviews	33
Cambridge University Press	224
Economic & Political Weekly	1
Institute of Physics	46
JSTOR	2585
Oxford University Press	206
Project Muse	493
Science Direct	1000
Springer Link	1763
Taylor & Francis	1173
Wiley-Blackwell	908
IEEE / IEE Electronic Library Online (IEL)	241
Science Online	01
Sage	07

Database:

- World Bank e-Library
- CMIE (Centre for Monitoring Indian Economy) Economic Outlook
- www.indiastat.com
- DELNET Online
- Encyclopedia of Genetics
- ISID
- JCCC
- Westlaw India (Law E-resource)
- Hein Online
- Manuparta
- SciFinder Evaluation

Computer access: acceptable use and code of conduct

Only registered members of the library are authorized to use the computers, internet facility or to access e-resources. Prior to such authorization, the students must sign and return the library registration form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers either their own or another person's; or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all CUPB administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to the disciplinary action or administrative sanctions. In addition to any other disciplinary action taken,

the technology department reserves the right to terminate access to system resources for any user who violates these guidelines.

1. Every user in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, login, password, or files for any reason.
3. Users shall not use others' system accounts or try to discover other users' passwords.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
5. Users shall not use computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
6. Users may not install, download, copy, or distribute copyrighted materials such as software, audio or video files, graphics, and text without the written permission of the administrator.
7. Users shall not use the computers for illegal purposes, in support of illegal activities, or for any other prohibited activity.
8. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or some other name.
9. Users shall not use computers to purposefully access, distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another person reputation.
10. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to library staff or to the administrator.
11. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
12. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.
13. Users shall not use computers for forgery or attempted forgery of email messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the right of other users to send/receive email, or the use of another person's email account are prohibited.
14. Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

12 Physical Ambience

It is essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors and washrooms.

It has to be ensure that essential things in the library are working at all times and users would not be put to any inconvenience.

Library shall have floor plans designed and proper directions/guideposts for people to move around the University Library looking for resources/services.

13. Managing the Performance of Library Team

CUPB library is managed by a professionally qualified and competent team. It is suggested that the performance of the team can be optimized by taking the following measures:

13.1 Clearly defined job descriptions at all levels

Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gels with the library's and then university's mission and vision statements. The organization chart with a clear reporting structure be developed for having effective span of control within the University Library.

13.2 Quarterly work plan and predefined, agreed targets for achievement

Each section in the University Library shall have a quarterly work plan. Here, the works to be carried in the next quarter and the predetermined, agreed targets for achievements will be decided. There will be a review every quarter for assessment of progress.

13.3 General conduct

Every member of library team shall exhibit the highest level of professional conduct in discharging duties. Staffs are expected to be in their sections unless their work takes them away from the desk. Providing polite and efficient service shall be the motto of the University Library.

13.4 Department performance audit by yearly user feedback surveys

The University Library will initiate an annual department performance audit wherein the performance of each section of library will be evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation will certainly help the University Library to overcome any lacunae in the facilities and services being provided.

13.5 Bimonthly report about library functioning

Library shall compile, analyze and submit a performance report every two months. In this, the performance and productivity of each section of the library shall be reported with descriptions as to how many targets were achieved, difficulties faced and how these were overcome.

14. General Rules and Regulations

- a) All the students/scholars and outsiders entering the library shall deposit their bags and other belongings at the entrance and sign in the register at the checkpoint. Only notebooks and the library books to be returned will be allowed inside. Do not leave any valuables at the check point. Library shall not be responsible for loss of personal belongings. All files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library.
- b) Identity card is compulsory for getting access to the University Library.
- c) Books removed from the shelves by the users, if not required for reference, should be kept on the book trolley or on table nearest to them. The users should not try to shelve the books by themselves. Please remember that a book misplaced is a book lost.
- d) The newspaper should be folded properly after reading and kept back in the designated place.
- e) Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource apart from disciplinary action.
- f) All the students/scholars are required to bring three copies of their recent photographs (passport size) along with the fee receipt while applying for the University Library membership.
- g) The reserve shelf books must be returned on the due date between 9.00 am to 10.00 am and general shelf books on or before the due date.
- h) Claim for reserve shelf books should be made in the register maintained at the counter between 8.30 am to 2.00 pm and these should be collected between 3.30 pm to 5.30 pm.
- I Reserve shelf books are issued to the students for overnight during the examination time only.
- j) Compendiums should be issued on reserve shelf card only.
- k) Those students who do not return the books, issued for overnight use, in time, will not be issued any book for a period of seven days.
- l) The students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- m) The “Gate Pass” should be handed over to the security guard at the checkpoint before taking out the issued book.
- n) Students are advised not to get books issued to others on their names.
- o) A fine, as prescribed, will be charged for the loss of compendium, files and other reading materials. For books, three times of the original price will be charged.
- p) Strict silence and discipline should be maintained within the Library.
- q) Failure to return the issued books before the due date will attract fine for late return, which will be decided by the LLC from time to time.
- r) No visitor or guest is permitted to use the library without the prior permission of the librarian. He/She shall be required to produce a proper introduction letter from the concerned institution/organization to which he/she is attached. A fee of Rs15/- per day is charged for a visitor using in the library facility.
- s) No photograph of the Library shall be taken without the prior permission of the Librarian.
- t) The Librarian reserves the right to call back any issued book/item at any time.

15. Requisition forms used in library:

The following forms are available in the University Library:

- a) Library Membership Form
- b) Day Membership/Visitor Membership Form
- c) Book Recommendation Form
- d) Journal Recommendation Form
- e) Photocopying Services Request Form



University Library

Central University of Punjab

(Established by an Act of Parliament in 2009)

City Campus, Mansa Road, Bathinda -151001

Tel: 0164-2864140; Fax: 0164-2864106

www.cup.ac.in Email; library.cup@cup.ac.in

MEMBERSHIP FORM: Student/Research Scholar/ International Student

I, the undersigned would like to apply for library membership as **Student/Research Scholar/ International Student**. I hereby undertake to abide by rules of the library. In case of late return/loss or damage of any information resource borrowed by me, I shall be liable to pay the required amount, as per the rules.

Name in full (Mr./Miss/Mrs.) :

ID No. of student :

Programme :

Centre :

School :

Permanent address :

Present address :

Telephone No. (R), & Mobile :

E-mail ID :

Coordinator of the Centre

Assistant Librarian (Circulation)

Please paste
a recent
photo graph

Signature: _____

Date: _____

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www.cup.ac.in Email; library.cup@cup.ac.in

MEMBERSHIP FORM: Faculty/Ad-hoc Faculty/Visiting Faculty/Non-Teaching Staff

I, the undersigned would like to apply for library membership as **Faculty/Ad-hoc Faculty/ Visiting Faculty/ Non-Teaching Staff**. I hereby undertake to abide by rules of the University Library. In case of late return/ loss or damage of any information resource borrowed by me, I shall be liable to pay the required amount, as per the rules.

Name in full (Mr./Miss/Mrs.) :

Designation :

Centre :

School :

Office :

Permanent address :

Present address :

Telephone No. (R), & Mobile :

E-mail ID :

Please paste
a recent
photo graph

Coordinator of the Centre/Deputy Registrar/ Registrar

Signature: _____

Assistant Librarian (Circulation)

Date: _____

Librarian

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www.cup.ac.in Email; library.cup@cup.ac.in

MEMBERSHIP FORM: Individual/Institutional/Corporate/Alumni

I, the undersigned would like to apply for library membership as **Individual/Institutional/Corporate/Alumni**. I hereby undertake to abide by rules of the University Library. In case of late return/loss or damage of any information resource borrowed by me, I shall be liable to pay the required amount, as per the rules.

Name in full (Prof./Dr./Mr./Miss/Mrs.) :

Designation :

University/Department/ Institution :

Permanent address :

Present address :

Telephone No. (R) & Mobile :

E-mail ID :

Recommending authority
(With Official Seal)

Assistant Librarian (Circulation)

Librarian

Please paste
a recent
photo graph

Signature: _____

Date: _____

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Tel: 0164-2864140; Fax: 0164-2864106

www.cup.ac.in Email; library.cup@cup.ac.in

Book Recommendation Form/Indent

To,
The Librarian
Central University of Punjab

Date:.....

Please procure the following titles which are useful for my teaching and research purpose.

Name of the teacher:

Center:

School:

Debit to:

Sr. No.	Author	Title	Year of Publication	Publisher	No. of Copies

Approximate Cost of the above Books is: Rs.....

Librarian: ...

Signature of the teacher

COC

University Library

Central University of Punjab

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City Campus, Mansa Road, Bathinda -151001

Tel: 0164-2864140; Fax: 0164-2864106

www.cup.ac.in Email; library.cup@cup.ac.in

Periodical Recommendation Form/Indent

To:

The Librarian,
Central University of Punjab

I recommend the library to subscribe to the following journal (s):

Sr. No.	Title	Publisher	ISSN	Subscription Annually
Total				

Name		Date	/ /20
Signature			
Centre/Unit		Signature of COC	
School		Signature of Dean	

For Office Use Only

To
The Vice Chancellor

The periodical recommended as above may please be approved for the library subscription.

Authorities	Remarks	Signature & Date
University Librarian		
Chair-LLC		
D.R. (F & A)		
Vice Chancellor		

Please return this FORM to the University Library for necessary action and records.

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Tel: 0164-2864140; Fax: 0164-2864106

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Photocopy Requisition Form

Requisition for photocopying pages from books/documents/papers etc.

Name of the Indenter:

No. of pages to be photocopied/copies required:.....

Page no. from..... to.....

Journal/book.....

Request made on date at

Cost to be paid Re. 1.00. per page for students/faculty and for visitors Rs.1.50 per page.

Signature of the indenter with date

Librarian/Assistant Librarian



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City Campus, Mansa Road, Bathinda -151001

Tel: 0164-2864140; Fax: 0164-2864106

www.cup.ac.in Email; library.cup@cup.ac.in

DAY MEMBERSHIP FOR VISITORS

Name (in capital letters) :

Age :Years.
Male/Female (Please ✓)

Class in which Studying :
(Post-graduation/M.Phil./Ph.D.)

Institution :

Residential address :

E-mail :
Contact No. :

I shall abide by the regulations governing the use of the University Library.

Date:

Signature

Librarian/Assistant Librarian



Compiled by
Local Library Committee

Central University of Punjab, Bathinda

Web: <http://www.centralunipunjab.com>; www.cup.ac.in
Email: library.cup@cup.ac.in Phone. +91 (0) 164-2864140