



Standard Operating Procedure(SOP)

Library

Objectives:

1. Procure, store and provide library books, journals to the student, faculty and staff
2. Provide facility of e-resources to the student, faculty and staff.
3. To provide library facilities with ease to all the users.

Scope:

All printed materials like text book, reference book, magazines, journals, newspapers etc.

E-resources, e-databases

Membership

1. Final list of admitted students taken from the administration department.
2. Fill the Membership form for student/faculty/staff in SOUL 3.0 LMS and create a unique barcode for each member and paste it on the Library membership card.
3. Passport size photo paste on the Library card.
4. After filling all details submit the library card for the further procedures like stamping, librarians signature, bar code etc.
5. After Librarians signature the card becomes valid.

Purchasing process of Books/Periodicals:

1. Requirements for the textbook, reference book, periodicals are taken from the students, faculties and from the staff also.
2. Requirements are taken by using a suggestion form which is available in the library.
3. Librarian taken the approval from principal
4. An order is placed to the supplier by using the Book suggestion form.
5. When the books are received Library staff verify the order and check the details like price, copies, discount offered etc.
6. The bills are submitted to the account department for the payment to the supplier.
7. One copy of the bill is kept in the Library bill file for the reference.
8. Accession No. should be mentioned on the bill.

Book Process:

1. Bill wise entries of the books are maintained in the Accession Register.
2. Periodicals Register is maintained for the journals, magazines entries.
3. Library stamps should be put on each book/periodical of the library for easy identification.





JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority
Section 2 (f) of the UGC Act 1956

4. Books are classified according to the Dewey Decimal Classification (DDC).
5. Book pocket, book slip and book card is placed in the individual book.
6. Proceed & classified books are kept in the appropriate cupboard/racks.
7. The Access number should be written on the bills for the reference.
8. Current issues of subscribed and proceed periodicals are displayed on the periodicals rack for the use.
9. Periodicals record are maintained in periodical register
10. Back issues of the periodicals are stored separately according to the title.
11. General magazines and newspapers are bundled at the end of the month as per the title.

Circulation:

Library using Soul 3.0 version Integrated Library Management Software(ILMS) for Library.

Library follows a closed access system.

1. Library members can search the availability of books in SOUL 3.0 Web OPAC.
2. If the required title is available members can ask the circulation counter for the issue.
3. Students should produce valid Library cards at the circulation counter.
4. Library staff issue the book using software,
5. Library books will be issued to students for the period of seven days & for the faculty it is issued for the semester.
6. Due date stamp put on the due date slip by the library staff for the reference
7. Fails to return a fine will be charged.
8. Back volume of the periodicals can be issued to the college staff only.

Library awareness program:

1. Librarians should conduct a Library Orientation Program for the first year students to create awareness about the library.
2. Book exhibitions should be arranged once a year.

Maintenance:

1. Daily cleaning, dusting done by the cleaning staff.
2. Fire extinguisher is provided for the library.
3. Pest control should be done as and when required.





JEEVAN JYOT EDUCATIONAL CHARITABLE TRUST

REENA MEHTA COLLEGE

of ARTS, SCIENCE, COMMERCE & MANAGEMENT STUDIES

Affiliated to University of Mumbai | NAAC Accredited B Grade with 2.41 CGPA | ISO 9001:2015 | Gujarati Linguistic Minority
Section 2 (f) of the UGC Act 1956

Preservation of Books, Periodicals, and Non book materials:

1. Books, periodicals, and non-book materials are unusable due to lost pages, damage, beyond reconditioning are weeded out with the prior permission of the library committee.
2. The records are maintained in a weeded out register.
3. Binding of books and journals are done as and when required. However, it will be preferred during vacation.
4. Stock verification needs to be carried out during the summer vacation.
5. To preserve the books from termites Pest control should be done in the library premises on a half yearly basis.

Facilities:

1. Old question papers are preserved in the library for the reference.
2. Syllabus copy is available in the library.
3. Search facility is available through the Web OPAC
4. Photocopy service is available on the college campus.
5. Internet facility is available in the library

Library Records:

1. Library usage Register is maintained for student and staff
2. Issue/Return Register for student/faculty and staff is maintained.
3. Membership Register
4. Accession Register
5. Weeded out Register
6. Periodicals Register
7. Bills File
8. Syllabus File
9. Question Papers File
10. Library Activities File
11. Library Committee Meeting Minutes File

