JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
(Established by H.P. State Legislature vide Act No. 14 of 2002)

LEARNING RESOURCE CENTRE

(LRC)

LIBRARY MANUAL

**LEARNING RESOURCE CENTRE
JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
WAKNAGHAT, SOLAN (HIMACHAL PRADESH)**

LIBRARY MANUAL

Assistant Registrar (Academics)
Jaypee University of Information Technology
Waknaghat, Distt. Solan (H.P.)

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1. INTRODUCTION

The library manual is a source of information about library, all core procedures of selection, collection and dissemination of relevant information in the library system are being elaborated in it. This also includes important functional sections and defined set of policies to maintain uniformity and transparency in the library system.

The basic purpose of library manual to define set of rules for accomplishing various routine activities of the library. The manual can be a standard of rules and regulations for the library staff whenever there is any confusion to understand any function or procedure. Users may also be benefited from this manual as various terms and procedures are being defined in such a way that it provides answers to many frequently asked questions.

2. LEARNING RESOURCE CENTRE (LRC)

The Learning Resource Centre (LRC) of JUIT is entirely devoted to the academic needs of the students and faculty. The LRC is the hub for the library and information services in the Institute. It serves as a creative and innovative player in supporting the teaching, learning, scholarship and research activities of the Institute. The library building is aesthetically designed and an exceptional example of modular construction. It offers a wide range in all areas of learning through its fast growing core collection of books, journals and e-resources. The LRC is doing its best efforts to give quality services to its users by using the State-of-the-art facilities.

1.1 VISION:
The vision of Learning Resource Centre is to provide comprehensive resources and services in support of the research, teaching and learning needs of the University community.

1.2 MISSION:
To fulfil above vision, the LRC commits to:
- Build collections and create tools to support research and learning;
- Optimal use of available resources and services;
- Ensure the preservation and long-lasting availability of LRC resources;
- Create attractive and comfortable physical and virtual environments for study, and research;
- Collaborate with faculty members and research scholars to enrich the collection and services.

The LRC ensures that its collections remain forward-looking, diverse in breadth and form, open to browsing, and of world-renowned quality.

3. LRC TIMINGS:

On all working days	09.00 AM to 12.00 PM MIDNIGHT
Saturdays	09.00 AM to 05.00 PM
Sundays	09.00 AM to 01.00 PM

LRC will remain closed on all national holidays and the holidays mentioned in academic calendar of the university. Any change in the LRC timings (other than above) will be notified in advance.

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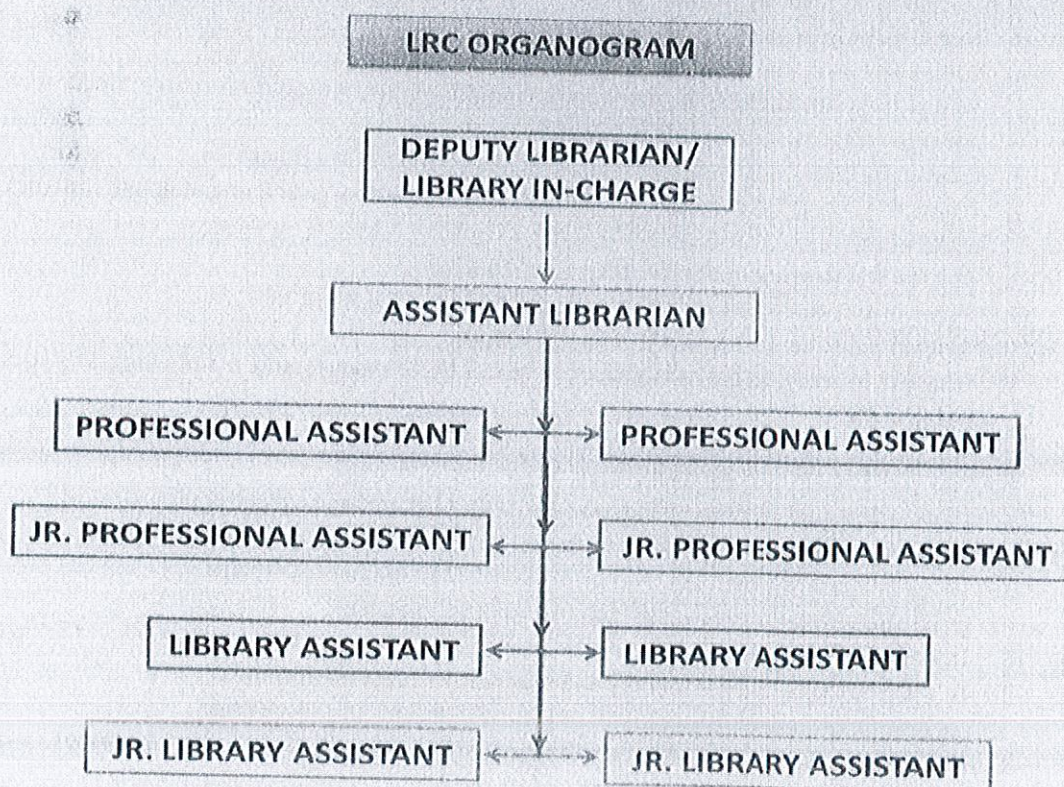(Established by H.P. State Legislature vide Act No. 14 of 2002)

4. LIBRARY COMMITTEE (LC):

The library has a Library Committee (LC). The committee advices on issues related to holistic development of the library system on the university. It also plays an important role between LRC and its users. It recommends actions on library policies, innovative services, infrastructure and collections in the LRC. The Library committee consists of following members.

1. Chairman of the LRC
2. Faculty Representative of Department of Electronics and Communication Engineering (Member)
3. Faculty Representative of Department of Computer Science Engineering (Member)
4. Faculty Representative of Department of Civil Engineering (Member)
5. Faculty Representative of Department of Bioinformatics and Biotechnology (Member)
6. Faculty Representative of Department of Humanities and Social Sciences (Member)
7. Faculty Representative of Department of Physics and Material Science (Member)
8. Faculty Representative of Department of Mathematics (Member)
9. In-charge of Learning Resource Centre (Member Secretary)

5. ORGANOGRAM OF THE LRC:

Following is the organization chart of Learning Resource Centre.

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                    LRC ORGANOGRAM

              DEPUTY LIBRARIAN/
              LIBRARY IN-CHARGE

              ASSISTANT LIBRARIAN

PROFESSIONAL ASSISTANT  <->  PROFESSIONAL ASSISTANT

JR. PROFESSIONAL ASSISTANT  <->  JR. PROFESSIONAL ASSISTANT

LIBRARY ASSISTANT  <->  LIBRARY ASSISTANT

JR. LIBRARY ASSISTANT  <->  JR. LIBRARY ASSISTANT
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Following are the responsibilities of library staff but not restricted to

5.1 ROLE OF THE DEPUTY LIBRARIAN (IN-CHARGE LIBRARY):
1. Overall administrative management of all aspects of the library activities.
2. To support teaching and learning activities of the institute.
3. Provide leadership and development of staff.
4. Manage the library budget and allocation of financials and human resources.
5. To plan development and management of library services/resources.
6. To procure/purchase/subscribe materials for the library.
7. To monitor collection development and archiving.
8. To coordinate with students and faculty in terms of searching and use of relevant information.
9. To plan and execute use of IT in library activities and services.
10. To build collection in key areas of the institute.
11. To assess the academic and research information needs of the user.
12. To establish coordination and networking with other well established libraries.
13. To prepare reports related to library and information services and activities.

5.2 ROLE OF THE ASSISTANT LIBRARIAN:
1. To maintain acquisition section
2. To maintain Digital Library section
3. To manage e-resources
4. Compiling list of new arrivals and circulating it among faculty members.
5. To provide user services, including addressing inquiries, information search, document downloading and document delivery etc.
6. Coordinate with DELNET about Inter Library Loan and other services.
7. To assist in creating promotional materials, writing reports and maintaining statistics and files etc.
8. To keep statistics about library services and usage
9. To assist the librarian in acquisition of reading and other materials.
10. To maintain library system in librarian's absence.
11. To assist in creating promotional materials, writing reports and maintaining statistics and files etc.

5.3 ROLE OF THE PROFESSIONAL ASSISTANT:
1. To catalogue and classify reading material with help of standardized tools.
2. To feed bibliographical details of procured books in Library Management Software.
3. To feed new library member's detail in Library Management Software.
4. To handle circulation desk and keep record of this service.
5. To help users with reference and referral services (whenever required).
6. To assist in maintaining a friendly and supportive library environment
7. To assist in proper implementation of Library policies and procedures
8. To help users in online information searching using subscribed and other databases.
9. To supervise or maintain stack area
10. To keep newspaper record including monthly billing etc.

5.4 ROLE OF THE JUNIOR PROFESSIONAL ASSISTANT:

1. To prepare library exhibits and display.
2. To help in conducting user survey in the library
3. To assist and maintain acquisition or periodical section.
4. To help users with reference and referral services (whenever required).
5. To shelve scattered or circulated books on the stacks as per their call numbers.
6. To help in sending alerts on various important issues/topics on regular basis.
7. To help in maintain decorum in the library.
8. To perform article indexing or TOC etc.
9. To provide reference service and directional assistance to users in finding their relevant reading material.
10. To assist in any other work assigned by the Librarian to achieving the objectives of library system.

5.5 ROLE OF THE LIBRARY ASSISTANT:

1. To work at the circulation desk.
2. To do arrangement of shelves.
3. To assist in maintaining news clipping and photocopying.
4. To inspect books and journals for binding.
5. To maintain bar-code and spine labels for books and other reading materials.
6. To perform clerical routines connected with the ordering and receipt of new materials.
7. To assist and maintain periodical section in absence of Library Assistant.
8. To assist in book arrangements in the reading hall and on the stacks.
9. To scan important news, advertisements and articles appear in newspapers and journals/magazines to keep user/authority up-to-date on needed areas.
10. To pasting spine labels, bar-codes, book pockets and slips on books and other reading materials.

5.6 ROLE OF THE JUNIOR LIBRARY ASSISTANT:

1. To help circulation desk (whenever needed)
2. Shelving of library documents
3. To ensure cleanliness in the library
4. To assist library staff with MISC helps like photocopy services, etc.
5. To arrange tables/chairs
6. To assist in maintaining news clipping and photocopying.
7. To oversee and check for library material not taken out wrongly by any library visitor.
8. To help users to locate the books on the stacks whenever required.
9. To assist other library staff in filing works
10. To assist in filing newspapers and making bundles of periodicals.

6. GENERAL INFORMATION:

6.1 LIBRARY MEMBERSHIP: Students enrolment number is the Library ID and faculty or staff Employee ID is Library membership number.

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6.2 LIBRARY CARD: The student's ID card of the institute is considered Library card.

6.3 ACCESSION NUMBER: Accession Number is a unique number for a library document to identify it in whole library collection.

6.4 CIRCULATION: Books from the general collection are checked out (issued) for 10 days. Reference books can be given to Master Degree students, research scholars and faculty for three days. These books will not be issued to B.Tech students. Reserve book collection is restricted to use within the library, hence, cannot be circulated. Similarly, current issues of journals/magazines and newspapers are not circulated.

6.5 CIRCULATION COUNTER/CIRCULATION DESK: This is the main counter of the library from where one can issue, return or renew library documents. One can also ask about fine and due date for returning the document and other information related updates.

6.6 BOOK STACKS: The racks on which books are being shelved are called as stack area or stacks. The books are being arranged in a proper order. User can browse these stacks and retrieve his/her needed document easily.

6.7 CALL NUMBER: This is a combination of numerals and alphabets that provides a unique identification to each document in the library. Books are being arranged as per call numbers. The Call Number is pasted at spine of the document for easy shelving and retrieving.

6.8 DUE DATE: The due date is the date by which issued documents should be returned to the library. To extend the loan (Issue) period of the document, the document needs to be renewed so that over due date fine should not incurred.

6.9 OPAC (ONLINE PUBLIC ACCESS CATALOGUE): OPAC is the computerized catalogue of books and facilitates the user options to search the location, availability or status of the book or books.

7. LRC COLLECTIONS

Library collection is comprises of different kinds of information materials. This material is being arranged in very systematic order for easy retrieval of needed documents. LRC has following types of information materials in the library.

7.1 BOOKS: Books are a major source of documented information. All books available in the library are further divided in different groups as per scope of the contents they are possessing. LRC users have different privileges to borrow these books.

    7.1.1 *Text books:* These are the books which are recommended or available for reading as per the curriculum.

    7.1.2 *Reference books*: These books are of research purpose and faculty and research scholars may generally use these. Most of these books are rarely being used and of high cost hence purchasing more number of copies may lead to wastage of

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funds. Hence, LRC possess 1-3 copies of these books and keep them in reference section. A few copies of highly used books are also being kept in the reference section.

7.1.3 *Reserve books*: Handbooks, reports, theses, etc are the documents which are of rare category and LRC has only once copy of these documents. No book from this section issued to anyone.

7.1.4 *General books*: LRC is maintaining books on motivation, biographies, short stories and fiction in this section.

7.2 PERIODICALS: Subscription of periodicals is important for a library. Periodicals keep LRC users abreast with the latest happenings in their respective areas or areas of interest. We further categorize periodicals in three groups:

7.2.1 *Journals*: These are the periodicals which keep updates on scholarly research.

7.2.2 *Magazines*: These periodicals are containing slightly light scholarly nature of contents. Some of these are of subject oriented magazines and some are of general reading purpose.

7.2.3 *Newspapers*: Newspapers are of regular nature and inform the user about day-to-day happenings in local, regional and international level.

7.3 E-RESOURCES: The resources which are available in CDs/DVDs or on the Internet are grouped under E-resources:

7.3.1 *CDs/DVDs*: LRC is storing various CDs/DVDs and managing them for use of LRC users.

7.3.2 *Online Journals and databases*: LRC has been subscribing to various databases which are accessible within the campus on IP range of the institute.

8. LRC SECTIONS:

The whole library is divided into various segments for smooth functioning of its activities and services.

8.1 ACQUISITION SECTION:

Procuring quality documents in the library is foremost and primary responsibility of the library. Library seeks suggestion and recommendations for pooling quality resources. Conduct various book displays, exhibitions and fairs on different key areas of the institute and topics suggested by faculty members. Focus is not only restricted to one specific area but sincere efforts are being made in selecting good books for strengthening resource base of the library. Since this collection building requires huge amount of money and has long-

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lasting repercussions, it is very much essential that Library has a well defined policy on building library collection.

8.1.1 Procurement of Books and other documents:
8.1.1.1 Acquisition:
- Receive recommendations from users (faculty, students and staff)
- Assign request number.
- Check for duplication.
- Prepare a book recommendation list and circulation of same to the library committee members.
- Approval from the Vice Chancellor/Director
- Order
- Receiving of ordered documents/follow-up for non-received books.
- Redirecting the order to another supplier if one is unable to supply books.

8.1.1.2 Accessioning:
- Verification of received books as per the order (title, author, publisher, edition, price, number of copies received and discount approved in the order) and physical status.
- Crosschecking or Matching the details of the ordered item and details given on bill (title, publisher, price etc.)
- Price proof verification for foreign publications and for books on which price is not mentioned (anyone from a photocopy of the publisher catalogue, printout from the publisher's website photocopy of the invoice received by the supplier from the distributor may be attached)
- Accessioning of each book (separate accession number for each copy) need to be done
- Write accession number on concerned bill against each title and at the book also (including at secret page as well).
- Entries in bills for clearance register
- Forward bills to accounts section for payment.

8.1.1.3 Terms and conditions for vendors:
- All books carry a discount as per the agreed terms.
- The order should be acknowledged with 3 days from the date of order.
- The vendor should supply all Indian ordered books within 30 days and foreign books within 90 days.
- Supply of publications at current catalogue prices.
- Only latest editions of books are brought.
- Wherever advance payment is required, the same may be made by the Vice Chancellor/Director's approval.
- If price is not mentioned on the book the publisher should provide price proof (photocopy of publisher's catalogue, distributors invoice or printout from publisher's online catalogue) of the same with the bill.
- The purchase order will be valid for 90 days unless otherwise mentioned.
- Payment will be made within 45 days from date of receipt of the invoice.

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8.2 TECHNICAL SECTION:

8.2.1 Technical Processing of Books:

- Embossed library stamp on inner title page, last page and secret page of the book.
- Enter bibliographic detail of the book in Liberty software.
- Assigning class number to accessioned documents as per the Dewey Decimal Classification (DDC) Scheme.
- Assign first three letters of 'area of responsibility' (in caps) as Book number.
- Assign relevant subject headings to each entry.
- Past spine label, bar-code and elector magnetic tag (for 3 M Security).
- Paste due date slip at the first page.
- Send books for display on new arrivals revolving racks or send fully processed books at their proper locations in the library.

8.2.2 Technical processing of periodicals:

- In case of periodicals, technical section will past electro-magnetic tag in some of the periodicals as and when asked by the Periodical in-charge. Bar-code pasting, stamping, entry on periodical register and on library management software will be taken care by the Periodical Section.

8.3 CIRCULATION SECTION:

This section is treated as face of the library. It is located at entrance of the library. It is also known as Circulation Counter or Circulation Section. This section extends issue and return facility of library documents. This section further responsible for generating membership, providing no-dues certificate, collection of overdue or other library fines. This section also extends document reservation service, sending reservation service related alerts and collecting advance payments of students for photocopy facility.

8.3.1 USER'S PRIVILEGES

8.3.1.1 Books:

Borrowing facilities are given only to the members of the LRC against the Non-Transferable Identity Card issued by the Institute to the member. Borrowing is permitted only through the Circulation Counter. The loan entitlement to members is as mentioned in the table given below:

Category	BTech	MSc/MTech	PhD	Faculty	Staff
Books	10	10	10	20	05
Days	15	20	30	180	30

8.3.1.2 Journals:

- Current Journals/Magazines are strictly for reference purposes in the LRC, and will not be issued to anyone. If there is an urgent need, then the back issues of a few journals/magazines can be issued for over-night against the Library Membership Card.

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- In case a Journal/Magazine is lost from the member, double the cost of the Journal/Magazine shall be payable along-with a fine of Rs. 500/-. Failure to deposit the cost of the lost Journal/Magazine along-with fine within two days, of the date of return, may result in debarring from LRC facilities.

8.3.1.3 Newspapers:

- Newspapers are strictly for reference and must be read without removing any page.

8.3.2 RULES FOR ISSUE AND RETURN OF BOOKS OR OTHER DOCUMENTS

a. Circulation is available between the 09:00 am to 10.30 pm on working days and 09:00 am to 04.00 pm on Saturday as first come first serve basis, and between 9.00 am to 12.00 noon on Sundays. Books will not be issued on Holidays.

b. Student ID-Card is mandatory for Issuing of Books.

c. Books issued will not be accepted back on same day.

d. A document issued may be renewed up to two times provided there is no reservation against it.

e. Re-issue of books is not allowed during the examination period.

f. The users have to check the book and ensure that it is intact, before borrowing. If the book is found damaged, the borrower has to replace the book or pay the current cost of the book as per rules.

g. Book(s) lost by any user/student must be reported to LRC immediately and replace with the same within two days from the date of loss. If the book lost is not replaced, the defaulter will have to pay double the price of book/document (five times higher price if lost book is of rare category) or shall pay the penalty imposed by the Librarian.

h. The LRC can refuse to issue books to a member having unpaid dues.

i. Certain documents like reference books, textbooks, rare books, current & bound periodicals etc are intended to be used only in the LRC premises.

j. In special cases the librarian may authorize the issue of the any document, mentioned under the Rule 'i' above, to a library member.

k. Members are not allowed to borrow books on the card of another member.

l. Books borrowed are non-transferable and should not be lent to anyone else as users are liable for damage or loss of books.

m. If Reference book is not return on due date, overdue fine of Rs. 10.00 per day will be charged.

n. Members proceeding on long leave or on deputation etc. exceeding three months should return LRC documents that are borrowed.

o. Users must immediately take away books issued from the Library.

p. Enter the details of issued Books/CDs on Checkout Register at Circulation Counter before leaving the Library.

q. Students are suggested to check their a/c regularly for any outstanding. They can use their Roll No. as Username and 123456 as default password to check A/c for Fine and Overdue Books. (Students are requested to change their default password after first login.)

8.3.3 RULES FOR BOOK RESERVATION

Book(s) can be reserved if required. However, the LRC will not keep the book reserved for more than one day, and thereafter, the same book will be issued to the next student in waiting.

8.3.4 OVERDUE CHARGES

i. Books must be returned at the Circulation Counter on or before the due date. Failure to return the book(s) in time shall entail a fine @ Rs. 5/- per day per book. After five days the overdue charges would be calculated @ Rs. 10/- per day per book. Once Koha library management software implemented per day overdue fine would be Rs.5/- or Rs.10/- as decided by the library committee.

ii. Overdue fine for reference books would be calculated on Rs.10/- per day from the day one.

iii. The Librarian can recall any book(s), issued to any one, at any time to meet urgent demand. If the book is not returned to meet the urgent demand a fine of Rs. 50/- per book per day shall be imposed.

iv. To encourage reading habit Librarian can waive off over due fine imposed on students.

8.3.5 CHARGES FOR LOST BOOK

User needs to pay double of the latest price of the book. The latest price can be taken from the latest catalogue of the books or from publisher's website. Out of print books can be treated as rare books and students need to pay five times higher price of the book as fine on loss of such books. The overdue fine will also be charged wherever applicable.

8.3.6 STEALING LIBRARY BOOK

Students caught first time for stealing of library book will be charged a penalty of Rs.500.00 with one month suspension of library membership. The student caught second time for stealing a library book will be fined a penalty of Rs. 1000.00 with suspension of library membership for three months. A strict action will be taken for third time offender and he/she needs to bear penalty of Rs.5000.00 with permanent suspension of library membership.

8.3.7 LOSS OF IDENTITY CARD

Loss of Identity Card must be reported immediately to LRC in writing. For issue of a duplicate card, member needs to get in touch with Admin department of the University. The member who has lost the Identity Card shall be held responsible for all the books/journals issued on the lost card.

8.3.8 CIRCULATION STAFF DUTIES

- Management of Circulation counter

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- Maintain users' Membership
- Preparation of Overdue notices
- Coordination with students, staff and faculty
- Providing reference service to library users
- Monitor student use of the library.
- Helping and coordinating with other sections an staff of the library.
- Maintaining statistics of number of users, number of visits, number of books issued and returned on daily basis.

8.4 STACK AREA MANAGEMENT SECTION

Managing Stack area is important as library print collection being displayed on stacks. LRC stack area is being divided in different sub-sections such as text book section, reference book section, general book section, reserve book section etc.
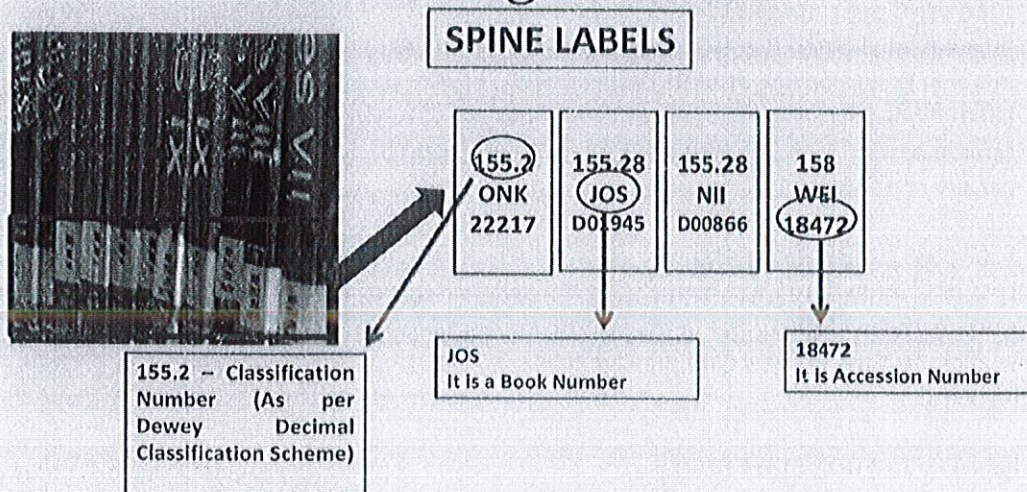
- The stack area is generally spread across the library at different floors.
- The floor '0 level' displays text books from class number 001 to 499, general collection of books, magazine display racks and newspaper display stands.
- The floor '-1 level' contains text books from class number 500 to 799 and reference books.
- The floor '-2 level' contains periodical display racks, books of reserve section, theses and other academic reports.

8.4.1 Shelving:

Shelving is most important part of any library, it helps in easy retrieval of documents. The arrangement of books should be as per the call number of each document in different segment of library collection. In an academic library, it becomes a never ending process as it makes library collection usable.

The specified library staff will do shelving on daily basis in his/her respective areas. A stack area section will be taken care by a stack area in-charge.

Shelving of books

SPINE LABELS

| 155.2 ONK 22217 | 155.28 JOS D01945 | 155.28 NII D00866 | 158 WEI 18472 |

155.2 – Classification Number (As per Dewey Decimal Classification Scheme)

JOS
It is a Book Number

18472
It Is Accession Number

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SPINE LABEL	155.2	**155.2** It is a classification number of the book which specify the core subject. Books are being shelved under this classification number.
	JOS	**JOS** It is the first three letters of author's surname. It is called Book Number and after classification number, if two or more than two books have same classification numbers can be arranged by this Book Number in alphabetical order.
	22217	**22217** If two or more than two books have same classification and Book Numbers, then books are being arranged in ascending order of 'Accession Number'.

8.4.2 Steps involved in managing stack area:

- The books returned by the students at circulation counter will be kept separately under different groups as per stack area collections. That means the text books, general books, reference books, periodicals will be grouped separately at the counter and then send to their respective stack areas.
- The shelving books will be done twice or thrice in a day.
- Proper indicators to highlight different collections or subjects will adequately be placed.
- User guides or instructions for retrieving books from the stacks need to be displayed on notice boards.
- Guides for making use of Web-OPAC will also be displayed.

8.5 PERIODICAL SECTION:

Periodical section deals with receiving subscription requests, subscription ordering, renewal of subscription, receiving of periodicals, management, sending reminders for non-receipt issues of journals or magazines and sending various kinds of alerts. This section will be managed by a Periodical Section In-charge. Following are the key steps of managing periodical section.

8.5.1 Subscription of Journals/Magazines:

- Faculty can recommend subscription of any journal/magazine.
- Compile a list of good journals/magazines on core subject areas of the institute (as per availability of the library budget).
- Under the recommendations of the library committee the approval from the Vice-Chancellor/Director may be sought.
- Purchase Orders should be prepared by the periodical section in-charge and should be issued by the Librarian.
- No gift item (except book/s) offer may be accepted while subscribing any journal/magazine, instead of the gift item publisher/vendor may be asked to

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provide extension in subscription period, discount on the subscription price or publisher may be asked to concert the gift item into a form of book.

- Payment of subscription or renewal against the original and proper invoice/bill/notice from the respective publisher or vendor.

8.5.2 Renewal Process:
- Renewal process of periodicals will be started at least two months before the ending of last subscription.
- Approval for renewing the subscription shall be taken from the Vice Chancellor/Director through Library Committee.
- Only periodicals which provide renewal invoice or price, subscription number and subscription details through post or email, will be renewed.
- Printout specifying latest price about the periodical available on Publishers'/periodicals' official website can also be considered wherein the proper invoice/bill etc. not received from the publisher/s.

8.5.3 Non-receipt or Missing Issues:
- Replace original missing issues or publishers 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.
- Missing issues/delayed supply of the journal issues can be claimed on quarterly basis.
- After verification of invoice/bill, if any missing periodical not provided by the vendor or publisher, a needed action will be taken against to the vender or publishers by the section in-charge with the direction of the librarian.

8.5.4 After receiving process:
- A tentative schedule of publication of periodical issues needs to be formed.
- Entry on the periodical register and on software.
- Technical processing with respect to imposing stamp, pasting bar-code and using magnetic tag (wherever needed) should be done within24 hours after receiving the issues.
- After technical processing all new periodicals display on periodical display racks.
- Old issues periodical issues should be displayed on the racks if latest will not received.
- Reminders for non receipt of issues must be sent within couple of days as per expected date of delivery (tentative schedule of publication of new issue/s).
- TOC alerts needs to be sent to faculty and research scholars within 12 working hours.

8.5.5 Terms and conditions for vendors:
- Supply all publications at current price listed in the catalogue or website.
- All bills to carry price proof (photocopy of publisher's catalogue, distributor's invoice, etc.)

- The packaging of the journals must be water proof and damage proof to avoid deterioration.
- If any issue not received on time, it will be notified to vendor within reasonable time and vendor will make arrangement to supply the same without any extra payments.
- Three copies of invoice/bill along with the publisher's price proof and Good Offices Committee Report Rates (GOC)rate for the month of purchase order for conversion rates in case of foreign publications.
- The Purchase Order issued will be valid for only 90 days.
- Sign an agreement with the vendors in case of Foreign Journals.
- Library should not subscribe journals against 'personal subscriptions'. However, Journals received against institutional membership are acceptable.

Following are the key points to follow on subscription of international journals in print.

- The vendor or supplier should have atleast five years of experience in supply of foreign and Indian periodicals. The vendor/supplier should provide the quotation or Performa invoice by making an undertaking that it is in position to supply foreign and Indian periodicals as per the list attached.
- The vendor/supplier has to pay minimum 1% penalty against late supply of print or online periodicals. If vendor/supplier unable to supply some of the issues then vendor/supplier will have to refund proportionate of subscription price with 10% of cost of the issue as penalty. The vendor/supplier unable to supply documents within six months after receiving the payment will have to refund full amount of the not supplied periodical with 10% penalty through Demand Draft.

Following is the Supply schedule of the periodicals with relaxation and penalty periods*

A	B	C	D	E
Periodicity of Periodicals	Time limit for supply of the periodicals	Relaxation Period – I	Relaxation Period – II	Penalty /conditions
Weekly	Within 15 days from date of Publication	7 days after the Column 'B'.	7 days after Column 'C'.	After Column 'D', the penalty will be 1% of the cost of non supplied issue for each passing day and maximum 15 days from the date of Relaxation Period – II (Column 'D').
Fortnightly	Within 15 days from date of publication	10 days after the Column 'B'	7 days after Column 'C'.	After Column 'D', the penalty will be 1% of the cost of non supplied issue for each passing day and maximum 15 days from the date of Relaxation Period – II (Column 'D').
Monthly	Within 20 days from date of publication	10 days after the Column 'B'.	10 days after Column 'C'.	After Column 'D', the penalty will be 1% of the cost of non supplied issue for each passing day and maximum 15 days from the date of Relaxation Period – II (Column 'D').

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Quarterly	Within 25 days from date of publication	10 days after the Column 'B'.	10 days after Column 'C'.	After Column 'D', the penalty will be 1% of the cost of non supplied issue for each passing day and maximum 15 days from the date of Relaxation Period – II (Column 'D').
Bi-annually	Within 30 days from date of publication	10 days after the Column 'B'.	10 days after Column 'C'.	After Column 'D', the penalty will be 1% of the cost of non supplied issue for each passing day and maximum 15 days from the date of Relaxation Period – II (Column 'D').
Annually	Within 35 days from date of publication	10 days after the Column 'B'.	10 days after Column 'C'.	After Column 'D', the penalty will be 1% of the cost of non supplied issue for each passing day and maximum 15 days from the date of Relaxation Period – II (Column 'D').

Note:
- There will not be any penalty if vendor/supplier provides valid and satisfactory reasons with authentic documentary proof from the publisher for non-supply of the periodicals The documents relating to non-supply of periodicals should be submitted will in advance to avoid the penalty.

8.5.6 Policy for gift offers against subscription/renewal:
- LRC prefers not to accept any gift (material) against any new subscription or renewal of subscription for any periodical. The periodical in-charge may take initiatives to avoid any gift items (Materials) by negotiating with the publisher/vendor on following conditions:
  - Instead of gift item/s, publisher/vendor may be asked for extension of subscription period of the periodical/s.
  - Publisher may be asked for discount at par with the price of item specified as gift.
  - Publisher/vendor may be asked to replace the gift item (material) with gift in form of reading material or book.

8.5.7 Reports needed:
- List of national and international periodicals.
- List of journals and magazines
- Month-wise renewal breakup of periodicals.
- Month-wise details of issues received against the subscription.
- Month-wise details of issues not received against the subscription.
- Highly used periodicals.
- Maintain bill file
- Renewal list of journals/magazines (collective list for the whole year)

8.6 REFERENCE SECTION:
Reference section is mainly located at Circulation counter of the library, however all 'Help Desk' available at each floor of the library provide reference service to the users. The primary

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job of the reference librarian is to provide guidance or instruction to users to use library and its resources. The following are the key steps to provide good reference service to the users.

- The staff at reference section must offer welcoming gesture whenever any user approaches them for help.
- The staff should greet the user pleasantly.
- The library staffs who are responsible for reference service must aware about the library users, who need help but hesitate to ask from the library staff.
- There should be a list of frequently asked questions so that user should get aware of the kinds of questions or information they are eligible to ask.
- The reference section should provide bibliographies on key subject areas to faculty or research scholars on anticipation apart from providing subject bibliographies on demand.
- The staff involved in reference service must conduct user survey to on regular basis to assess grey areas in the library system.

8.7 E-RESOURCE SECTION:

LRC has been spending a huge amount on subscription of electronic resources (E-resources). It is essential for the Library team to manage these resources properly and keep track on usage of these e-resources. The library staff involved in this section should liaison with library users and promotes use of E-resources.

8.7.1 E-Resource subscription:

- Library will received request for new database subscription from the faculty.
- Library will negotiate on various available pricing models with publisher/authorized.
- The library team will manage to get subscription cost and highlights of the database.
- Approval from the authority through Library Committee.
- Submission of subscription details (invoice with terms and conditions) to the Account Section.

8.7.2 Other important steps:

- Collecting month-wise usage statistics is essential
- Measuring cost per article and cost recovery reports.
- Creation of help guides for users accommodating latest updates every year.

8.8 DIGITAL LIBRARY SECTION:

Since LRC has an institutional repository and also mounting scanned copies of exam question papers on database for the use of students. Therefore, to keep a proper check and control over digital collection of the library a separate section called 'Digital Library' was formed. This section will also take care of Web-OPAC service of the library.

8.8.1 Digital Library @ JUIT: DSpace an open source software is being used for creating a digital library at JUIT. The scanned copies of news clippings, newsletters, and articles of the faculty are being hosted on this software. It is accessible at http://ir.juit.ac.in:8080/jspui/.

8.8.2 Scanned copies of old examination question papers: Scanned copies of examination question papers are being regularly hosted on DSpace software. It is also accessible at http://ir.juit.ac.in:8080/jspui/. The Digital Library contain Examination papers (from July-2008 to June-2016), E-Books, Links of Educational Video etc. for each Department. One can enter any Search Term e.g. M.Tech, Sem-1, 2011, T-1, T-2, May, "Computer Graphics" etc. in "Search Dspace" or Browse/Search within Specific Department to get the Resource.

8.8.3 Mounting of JUIT theses on Shodhganga of INFLIBNET: The JUIT has signed MOU with Information and Library Network Centre (INFLIBNET), Gandhinagar for hosting submitted theses at JUIT for nation-wide accessibility.

8.8.4 Project Reports: Students are submitting their project reports in print as well as in electronic format (CDs/DVDs) in the library. These reports are being accessible to all students over Intranet.

8.8.5 Web- OPAC: Library is using LIBERTY – Integrated Library Management Software which has an exhaustive OPAC system for personalized search and detail of library books. The URL is http://172.16.73.16:8480/libraryHome.do and web-opac of KOHA (as university is switching over) accessible at http://14.139.240.62/.

8.8.6 LRC Website: Library has a dynamic website giving mirror image of the library processes and services for making easy access to library services, collection and resources. One can access this website after visiting the following URL at http://www.juit.ac.in/lrc/home.php.

Following are the essential steps to keep Digital Library up to date:
- Uploading of old question papers as and when received from the Examination Cell. The soft copies of these may preferably be taken for saving the time of library staff.
- Library website shall be kept up to date on regular basis.
- Updates of created and hosted help guides need to be done on regular basis.
- Remote access for the web OPAC facility needs to be explored and extended to the library users.
- The library team should convert digital library into institutional repository, hence all publications of the institute can be mounted on Digital Library. The Digital Library should host one soft copy of all JUIT publications such as newsletters, annual reports, project reports and articles written by JUIT faculty and staff on this institutional repository (Digital Library).

8.9 REPROGRAPHY SECTION:

Library has photocopy service for the users. In general, the material which will not be damaged in photocopying process can be considered for photocopies. Students and faculty can avail photocopy service of the library.

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8.9.1 Photocopying service for Students:

Photocopies of articles and news, published in journals/magazines, newspapers, reference documents, etc., will be available on payment of 1.00 per page. Students to avail this facility need to deposit some amount (minimum Rs.100.00) to open the photocopying account with the library, thereafter students can recharge it as per their requirement. The photocopying credit account is created at Circulation Counter of the LRC.

8.9.2 Photocopying service for Faculty:

LRC has a photocopy form for the faculty. If faculty want to avail this facility they need to submit this specific form approved by their HODs confirming their requirements.

8.9.3 Photocopy Service Timings:

Monday to Friday: 9.30 AM to 11.30 PM
Saturdays: 9.30 AM to 04.30 PM
(Photocopy service shall remain closed during 01.00pm to 02.00pm for lunch and 08.00pm to 09.00pm for dinner)

LRC is also providing scanning service to the users. There are about three scanners available for the students or faculty. They can scan needed documents after entering their requirements in a register allocated for this purpose.

Photocopies will be done by the office boys given to library for this specific purpose only. All requests are done in the order in which they are received.

8.9.4 Staff can restrict photocopying of following materials (Restrictions on Photocopy):

- Staff can refuse the photocopy request of any document having tight binding
- Staff can also refuse the photocopy request if paper and binding are fragile.
- Photocopying of documents on basis of large size can also be restricted.
- Maps, theses and project reports are all unavailable for photocopying.
- Photocopy of complete book (page by page)

Users can bring in digital camera for items which are fragile or large to be photocopied.

8.10 GENERAL MAINTENANCE SECTION:

This section will help in creating conducive reading environment. Any work related to any kind of repair (electrical, computers, furniture, etc.) will be taken care by this section. The section will take care following activities of the library:

- Ensure cleanliness in the library.
- Ensure proper provision of lighting at reading and stack area.
- Ensure there will not be any wastage of electricity.

- This section will ensure shut down or turn off the un-used computer. The computers available for OPAC facility need to keep switch on during library working hours.
- This section will also ensure switch off the fans and lights all the areas where no library user present.
- This section will take care of proper arrangement of reading tables and chairs.
- The staff will come up with notices for students to turn off computers, fans, lights after use.
- The in-charge of this section should immediately submit complaints to the maintenance department about whenever finding damaged chair, faulty fan, tube light and curtains etc.
- Any complaint about problem associated with library computers should submitted to the Computer Section of the Institute.
- Guide map needs to be kept at the Library entrance for ease of new users or visitors.

9 SPECIAL SERVICES IN THE LRC

Apart from routine services the library is also extending few specialized services to users. These services are:

Book exhibition:
At the beginning of every new academic session, LRC with the help of authorized vendors, exhibits newly published books in various thrust areas of the institute. During the exhibition students and faculty can directly purchase the books on discounted price or recommend books to purchase in the library.

New Arrival Alerts:
List of newly added books in the LRC collection is being circulated to all faculty members and students through email. This list of new arrivals is being displayed on LRC Notice board on regular basis.

Information Searching:
LRC staff helps faculty and students by searching online/offline information requested by them. LRC staff uses available information resources and Open Access journals/databases to explore requested information.

Books Display:
The quality books on various topics, which have been lying unused on stacks from long time, are being displayed in the library premises so that users may get notice of those.

Specialized Support to Users:
As per course curriculum students are need to work on academic or research projects. LRC staff is helping them by providing needed assistance on information searching.

Subject Support:

It includes details of journals, books, databases, software, web servers, online theses, open access software, patent information, e-books, video lectures, link to different specialised centres engaged in specialised activities, tutorials for searching within journals and other useful links.

Research Support:

It provides information about various research tools such as Sodhganga, Digital Library, Institutional Repositories, JUIT Publication Database, Database Searching, Creating Bibliography, Citation Studies, Fellowship / Scholarship Information, Research Funding or Award Information.

Alerts:

To keep end user abreast with the latest happenings in the library is compiling and circulating various alerts.

10 LIBRARY SECURITY:

3M Security System: The LRC is using 3M Security System to keep check on unauthorized out flow of library documents. The basic aim of 3M security is to remind library users to get issued library material properly before leaving the library. It will also help us in calculating exact visits in the library.

Check Point: A security person keeps check at the flow of library materials at the entrance of the library. All visitors need to enter his/her details and singed at the register placed at this check point.

11 LRC STOCK VERIFICATION

Physical verification of the library stocks has to be carried out in every alternative year, however, if needed the librarian may call for a random verification any time. A committee will be constituted under the guidance of Hon'able Vice Chancellor/Director comprises faculty and other staff.

Following are the key steps to conduct stock verification:

i.   The committee will be given the list of issued books before initiating the stock verification.

ii. Library will provide a shelf list of books to the members and members will mark (Tick) the books (accession numbers) which are on shelves.

iii. Members will also verify the physical condition of all the books identifying and segregating books which require binding or to withdraw for written off.

iv. Once marking or noting down the number of books issued and on shelves is over, all marked accession numbers will pooled together to identify the non-available accession numbers (to prepare list of such books).

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v. A list of missing accession numbers will be compiled and availability of these accession numbers will be re-checked once again.

vi. The missing list will be further checked with previous stock verification report.

vii. The final missing books list will be prepared and submitted to the Vice-Chancellor/Director.

12 GENERAL RULES

1. Student must carry his/her Identity Card while using the library.

2. All library users must enter their details on 'user register' laying at the entrance of the LRC.

3. Personal book/s can be allowed in the library, provided that you must enter the details of books into the register, kept at Library gate.

4. Borrowed books must be returned on time to avoid overdue fine.

5. Keep your bags, books and other reading materials at the property counter outside the library. LRC will not be responsible for loss of property. Do not bring any valuables in the library.

6. Talking in the library is strictly prohibited. If anybody found talking he/she may be asked to leave the library.

7. Keep your Identity Card always with you and produced whenever asked for. Identity card is mandatory for borrowing books. No Books shall be issued without this valid card.

8. The Student must insure the condition of books issued on his/her name. If any book found turned mutilated he/she will be responsible for that.

9. If any students found indulge in tearing, cutting, mutilating or damaging any book(s), Journal(s), Magazine(s), Newspaper(s), he/she dealt seriously and will be fined heavily.

10. Any loss of books must be brought in to the notice of the Librarian in written. The lost book(s) must be replaced with new edition of same title along with the fine within seven working days after the notification. Failure of which, user needs to pay double of the latest price of the book along with overdue fine, if any.

11. Use of Mobile Phone in library is strictly prohibited and if found it will be confiscated.

12. Photocopy Facility available in the library at Rs. 1.00 Per page.

13. Users are expected to formal dresses while visiting the library no shorts, undershirts and slipper etc are allowed.

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14. Please visit the library website http://www.juit.ac.in/lrc/home and notice board for more details of new services provided by library time to time.

15. If you unable to locate any book in the library, you must seek help of the library staff.

16. If you do not find any book on the rack, but details available in the catalogue (OPAC), bring into the notice of the library staff, they will help you to trace the book.

17. Do not replace any book on shelve yourself, please keep book aside of rack or on table after reading. Library staff will re-shelf it on its designated place.

18. The students are advised to replace the magazine, journal and newspaper at its designated place after reading.

19. All the books on shelves are arranged in accordance with call number, do not disturbed shelving of the books.

20. Do not write anything on the furniture, or disturb the furniture fitting, it will create problem for others after you.

21. Do not remove LAN cable, power cable or any accessory attached to computer terminals, if noticed you may be penalized for it.

22. Computer and Internet in library are meant for Academic works only, playing games, listening music, watching movies will be dealt seriously.

23. Books can be search on OPAC Computers available at each floor. Do not close the OPAC window/shut down or restart the OPAC computer the end of your search. OPAC computers can not used to access other files, folders etc. except the OPAC details. Don't use your Pen Drive etc. Any kind of 'Personal Use' in the machine (PC) is strictly prohibited.

24. Do not remove LAN cable, power cable or any accessory attached to computer terminals and scanners. If noticed you may be penalized for it.

25. For any further information contact at Circulation Desk/Librarian.

Students violating the above mentioned LRC Rules or found guilty by the LRC Staff, his/her LRC Membership will be suspended and also debarred from LRC facilities with immediate effect.

All users of the LRC are requested to make themselves familiar with the LRC rules and procedures in order to make the fullest use of the LRC facilities. The cooperation of the user is earnestly solicited in the observance of the LRC rules. Full co-operation to help the users to get the books and information efficiently and effectively is ensured. In case of any problem the user may see the Librarian. Your suggestions towards making the LRC facilities more useful are always welcomed.

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13 LRC STAFF

S. No.	Name/Designation	Qualification	Responsibilities given
1	Suresh K Chauhan Dy Librarian Library In-charge	Ph.D.	Management and Administration of LRC
2	Vipin Kumar Sharma Asstt. Librarian	Ph.D.	In-charge – • Acquisition Section • Budget/Expenditure/Library Statistics • Technical Section
3	Anil Kumar Tomar (Sr. Professional Asstt.)	Ph.D.	In-charge – • Periodical Section • Stack Area Management Section
4	Ashok Bhatt (Jr. Professional Asstt.)	M.Lib.I.Sc. (UGC- NET)	In-charge – • Digital Library/E-Resources • Technical Section • Maintenance Section
5	Arvind Kumar Singh (Library Assistant)	M.Lib.I.Sc.	In-charge – • Circulation Section • Photocopy Section
6	Dinesh Kumar (Library Assistant)	M.Lib.I.Sc.	Support in all Sections of the LRC (Primarily Associated with Acquisition Section)
7	Sudhir Kumar (Library Assistant)	M.Lib.I.Sc.	Support in all Sections of the LRC (Primarily Associated with Digital Library)
8	Ishan Bhardwaj (Jr. Library Assistant)	M.Lib.I.Sc.	Support in all Sections of the LRC (Primarily Associated with Periodical Section)

14 GENERAL RESPONSIBILITIES:

Steps after opening the Library:
1. Turn light ON of the circulation counter
2. Change due date stamps to correct due dates
3. Turn on the computer/s used for circulation of documents.
4. Entry, stamping and display of newspapers.
5. Verification of issue/return report of previous day.

Steps before closing the Library
1. Correct arrangement of library furniture, no scattered documents on reading tables/Chairs.
2. Ensure all emergency doors, cabins and cabinets are locked.
3. Turn OFF computer and other appliances (fan, tube lights, scanner etc.) before leaving.

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13 LRC STAFF

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4	Ashok Bhatt (Jr. Professional Asstt.)	M.Lib.I.Sc. (UGC- NET)	In-charge – • Digital Library/E-Resources • Technical Section • Maintenance Section
5	Arvind Kumar Singh (Library Assistant)	M.Lib.I.Sc.	In-charge – • Circulation Section • Photocopy Section
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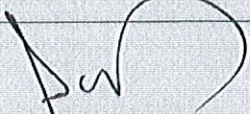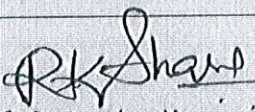3. Turn OFF computer and other appliances (fan, tube lights, scanner etc.) before leaving.

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15 ANNEXURE - LRC FORMS

- Constituted Library Committee (Annexure I)
- Library Membership Form – Teaching/Non-teaching Staff (Annexure II)
- Library membership Form – Students (Annexure III)
- Information Search Request Form (Annexure IV)
- Photocopy service form for faculty (Annexure V)
- Book Recommendation Form (Annexure VI)
- Application form for loss/damage of library book (Annexure VII)
- Penalty for misuse of library services (Annexure VIII)
- Plagiarism Verification Report Form (Annexure XI)

Signature		
Name	Prof. P. B. Baramn	Prof. Rajendra Kumar Sharma
Designation	Library Committee Chairman	Vice Chancellor

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(Established by H.P. State Legislature vide Act No. 14 of 2002)

Annexure – I
CONSTITUTED LIBRARY COMMITTEE

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
WAKNAGHAT

JUIT/WKG/REGR/2022-23/076

August 10, 2022

NOTIFICATION

As approved by the Vice Chancellor, Library Committee of JUIT is re-constituted as under:

1.	Prof (Dr) P B Barman, Dept of PMS	Chairman
2.	Dr Ravindara Bhatt, Dept CSE/IT	Member
3.	Dr Poonam Sharma, Dept of BT/BIT	Member
4.	Dr Naveen Jaglan, Dept of ECE	Member
5.	Dr Tanu Sharma, Dept of HSS	Member
6.	Dr Sanjiv Kumar Tiwari, Dept of PMS	Member
7.	Dr Rishi Rana, Dept of CE	Member
8.	Dr. Saurabh Srivastava, Dept of Mathematics	Member
9.	Dr Suresh Chauhan, Dy. Librarian	Member Secretary

Maj Gen Rakesh Bassi, SM (Retd)
Registrar & Dean of Students

c.c.: Vice Chancellor
All above Members

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Annexure – II
LIBRARY MEMBERSHIP FORM - TEACHING/NON-TEACHING STAFF

http://www.juit.ac.in/lrc/home.php

LEARNING RESOURCE CENTER

JAYPEE UNIVERSITY OF
INFORMATION TECHNOLOGY

Library Membership Form

PASTE HERE A
RECENT PASSPORT
SIZE PHOTOGRAPH

Please Tick Your Category

Teaching		Non-Teaching	

I hereby apply for the membership and permission to borrow books and other Information materials from the Learning Resource Center.

Name: _____Male/Female (tick)
(Surname /Forename)

Date of Joining_____/_____/_____   Employee Code_____

Designation_____   Department._____

Area of Interest_____

Permanent Address_____

_____

District_____State_____PIN_____

E-Mail_____Mob._____

The information given above are true to the best of my knowledge and I agree to abide by the Library Rules.

Signature of the Applicant

Date_____/_____/_____   Signature of the HOD

....

For LRC Use Only

Membership No: _____Membership Type_____

Date: _____/_____/_____

Circulation In-Charge   Librarian

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Annexure III
MEMBERSHIP FORM FOR STUDENTS

LEARNING RESOURCE CENTER
http://www.juit.ac.in/lrc/home.php

Library Membership Form

Please Tick Your Category

PASTE HERE A
RECENT PASSPORT
SIZE PHOTOGRAPH

B. TECH	M. TECH	M. Sc.	PhD	JRF/ RESEARCH ASSOCIATE

I hereby apply for the membership and permission to borrow books and other information materials from the Learning Resource Center.

Name: _____ Father Name: _____

Enroll. No. /Roll No._____ Gender: [ ] Female [ ] Male

Department/Branch: (Please Tick)

BI	BT	CIVIL	CSE	IT	ECE	HSS	MATHEMATICS	PHYSICS	CHEMISTRY

[ ] Hosteller   Non-Hosteller [ ]

Permanent Address_____

_____

District_____ State_____ PIN_____

E-Mail* (Use capital letters only)

Personal Mobile No.*

The information furnished above are true to the best of my knowledge and I agree to abide by the library rules and regulations.

Date: _____/_____/_____

(Signature of the Applicant)   **(Signature of the HOD)**

For LRC Use Only

Membership No: _____ Membership Type_____

Date: _____/_____/_____

Circulation In-Charge   Librarian

IQAC

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JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
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Annexure IV
INFORMATION SEARCH REQUEST FORM

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
LEARNING RESOURCE CENTER (LRC)
WAKNAKHAT, SOLAN - 173234 (Himachal Pradesh) INDIA
Phone: (91) - 01792 239422/242/267
Email: suresh.kumar@juit.ac.in

INFORMATION SEARCH REQUEST FORM
(FILL-UP IN CAPITAL LETTERS ONLY)

Name _____

Designation _____

Course _____

Roll No. _____

Address _____

Telephone : _____ Mobile: _____ Email: _____

Your Search Topic : _____

Kindly provide some key words which can be used for conducting search.

Place: _____ Date: _____ Signature: _____

FOR STUDENTS/RESEARCH SCHOLARS

The search request form should be forwarded through guide/principal investigator/Head of the Department. Faculty can directly submit the form to LRC.

Mr. /Ms _____ is a student/staff working with me.

(Signature)

For Library Use only		
Sources Used:-		
Date:		
Name of the Authority (Library Staff):		(Signature)

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Jaypee University of Information Technology
Waknaghat, Distt. Solan (H.P.)

Jaypee University of Information Technology
Learning Resource Centre
Photocopy Order Slip

Date :....................

Document Information:

....

.....

Purpose:

....

No. of Pages in the Document: ....No. of sets Required:

....

Total Pages: ....

Signature and Name of the Faculty:

....

Approved By HOD/Registrar: ....

For Library Use:

Requested Date: ....   Photocopy Done On: ....

Sign of Librarian: ....   Delivered on: ....
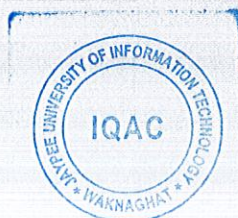
JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

Annexure - VI

BOOK RECOMMENDATION FORM

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

Waknaghat, P.O. Waknaghat, Teh Kandaghat, Distt. Solan–173 234 (H.P.), India

LEARNING RESOURCE CENTER

BOOK RECOMMENDATION FORM

NAME: _____

DESIGNATION (✓) Professor/Associate Professor/Assistant Professor/Non-Faculty   EMPLOYEE CODE: _____

DEPARTMENT (✓): BT&BI/Civil Eng./CSE&IT/ECE/BSS/Math/Physics/Other Dept.   E-MAIL: _____   CONTACT NO. _____

Please arrange to get the following book(s) for the library:

Sr. No.	*Author / Editor	*Title /ISBN/Series Number	Ed.	*Publisher &Year	*Copy(s) Requires	Publisher's Website or Catalogue Price only	Copies Status		*Purpose (Please Tick ✓)
							Available in the Library	Required Additional	
1									☐ Teaching ☐ Research ☐ General
2									☐ Teaching ☐ Research ☐ General
3									☐ Teaching ☐ Research ☐ General
4									☐ Teaching ☐ Research ☐ General

Recommended By:

Signature with Date: _____

Signature of HOD with Date: _____

FOR LIBRARY USE ONLY

PO/JUIT/LRC/........../.............   Date:........../........../........   Supplier/Vendor:........................

Book Acquisition Section – In-Charge   Librarian/In-Charge

Please Note: (I) The Recommendation form must be signed by HOD (II) If title is an international publication, it may take 60-90 days for procurement (III) *Mandatory fields.
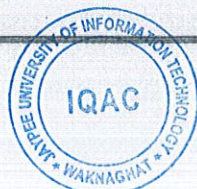
LIBRARY MANUAL

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
(Established by H.P. State Legislature vide Act No. 14 of 2002)

Annexure VII
APPLICATION FOR LOSS/DAMAGE OF LIBRARY BOOK(S)

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
LEARNING RESOURCE CENTER
APPLICATION FOR LOSS/DAMAGE OF LIBRARY BOOK(S)

Date........./........./.............

The following mentioned book(s) was issued to me, has been lost or damaged and I want to replace it by date.................... ... or pay the double cost of the book(s) by date....................... along with overdue fine. Failing, which , may take action against me as per library rules.

Sr. No.	Accession No. (Book Barcode)	Author & Title	Edition	Publication Year
1				
2				
3				

In order to make good the loss of library material, I hereby wish to do the following (Please ✓)

1) Herewith replacing the Book(s) with the same or latest edition along with overdue fine.

2) Will pay double of the current cost of the book(s) as per library rules along with overdue fine.

Name: _____Enrolment No. /Roll No._____Branch_____

Signature of the student

FOR LRC USE – ACQUISITION SECTION

Sr. No.	Acc. No.	Actual Cost	Double Cost	Remarks
Grand Total				

Assistant Librarian

FOR LRC USE - CIRCULATION SECTION

| Sr. No.	Acc. No.	Issue Date	Due Date	Date Returned	Overdue Fine (as per LRC Rules) For First Five Days <> After Five Days Rs. 5.00 per day Rs.10.00 per day	Double Cost of the Book	Total Amount (To Be Paid)
1							
2							
3							

(User needs to bear double of the current cost of the book along with over due fine. Please See Point [g] of Rules for issue/return and Point No. [10] of General Rules of the Library)

Payment Details:

Amount Paid: Rs_____ (In Words)_____Receipt No_____Date:_____

Circulation In-Charge
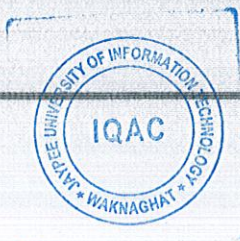
Librarian

IQAC

Assistant Registrar (Academics)
Jaypee University of Information Technology
Waknaghat, Distt. Solan (H.P.)

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

(Established by H.P. State Legislature vide Act No. 14 of 2002)

Annexure VIII
PENALTY FORM

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY
Wakanaghat, Distt. Solan (HP) INDIA 173234
Penalty for Misuse of Library Services

I ....Library Membership/Roll No.................... have been found indulge in following offence in the library.

Activity	Accession No.	Description	Date	Time
Taking book/s outside the library				
Tearing pages of the book				
Damage library properties				
Using Mobile phone in LRC				
Any Other Activity:				

Student Statement: ....

Further, whatever action taken by the library is agreeable to me.

Date : ____/____/_____   Signature of the Student

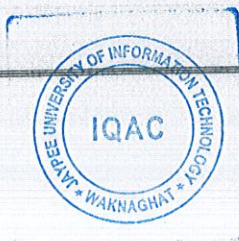## Action Taken by the Library

Penalty Details		
First Time Defaulter [ ]	**Second Time Defaulter** [ ]	**Third Time Defaulter** [ ]
Counselling/Warning	[ ] Replace Damaged Material	[ ]
1 Month - Suspension	[ ] Fine Rs. 500/-	[ ]
3 Months - Suspension	[ ] Fine Rs. 1000/-	[ ]
6 Months - Suspension	[ ] Fine Rs. 5000/-	[ ]

Payment Details:

Amount Paid: Rs_____   Receipt No_____   Date:_____

Circulation In-charge   *Librarian*

Annexure IX
PLAGIARISM VERIFICATION REPORT FORM

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY, WAKNAGHAT
PLAGIARISM VERIFICATION REPORT

Date: ....

Type of Document (Tick): | PhD Thesis | M.Tech Dissertation/ Report | B.Tech Project Report | Paper |

Name: _____ Department: _____ Enrolment No _____

Contact No. _____ E-mail. _____

Name of the Supervisor: _____

Title of the Thesis/Dissertation/Project Report/Paper (In Capital letters): _____

_____

_____

UNDERTAKING

I undertake that I am aware of the plagiarism related norms/ regulations, if I found guilty of any plagiarism and copyright violations in the above thesis/report even after award of degree, the University reserves the rights to withdraw/revoke my degree/report. Kindly allow me to avail Plagiarism verification report for the document mentioned above.

Complete Thesis/Report Pages Detail:

- Total No. of Pages =
- Total No. of Preliminary pages =
- Total No. of pages accommodate bibliography/references =

(Signature of Student)

FOR DEPARTMENT USE

We have checked the thesis/report as per norms and found **Similarity Index** at ....(%). Therefore, we are forwarding the complete thesis/report for final plagiarism check. The plagiarism verification report may be handed over to the candidate.

(Signature of Guide/Supervisor)   Signature of HOD

FOR LRC USE

The above document was scanned for plagiarism check. The outcome of the same is reported below:

Copy Received on	Excluded	Similarity Index (%)	Generated Plagiarism Report Details (Title, Abstract & Chapters)	
	• All Preliminary Pages		Word Counts	
Report Generated on	• Bibliography/Images/Quotes		Character Counts	
	• 14 Words String	Submission ID	Total Pages Scanned	
			File Size	

Checked by
Name & Signature   Librarian
....

Please send your complete thesis/report in (PDF) with Title Page, Abstract and Chapters in (Word File) through the supervisor at plagcheck.juit@gmail.com

MINUTES OF THE LIBRARY COMMITTEE MEETING
OCTOBER 14, 2022; 3.00 PM
LRC – Multimedia Room (-2 floor LRC)

The meeting of the Library Committee was held on 14th October 2022 in Multimedia Room of LRC at 3.00 PM. The following members attended the meeting:

1. Prof. (Dr.) P B Barman (Chairman)
2. Dr. Ravindara Bhatt (Member)
3. Dr. Poonam Sharma (Member)
4. Dr. Tanu Sharma (Member)
5. Dr. Naveen Jaglan (Member)
6. Dr. Sanjiv Kumar Tiwari (Member)
7. Dr. Rishi Rana (Member)
8. Dr. Saurabh Srivastava (Member)
9. Dr Suresh K Chauhan (Member Secretary)

The Chairman extended a warm welcome to all the members of newly constituted Library Committee and thereafter discussions on the following agenda items were held.

1. STATUS OF LIBRARY EXPENDITURE:

The overall library expenditure financial year-wise was discussed. All members were agreed that the dwindling expenditure in the library is a matter of concern, especially during the last few years. The committee also realized the effect made by the COVID-19 pandemic on the situation. It was also pointed out that library budget had been considered approximately Rupees one crore before the pandemic period. The committee members unanimously advised to propose a library budget for the year and bifurcate its utilization on a half-yearly (six monthly) basis.

The decline in the purchase of books for the library was also discussed. The committee members were of the opinion to purchase quality books in different subject areas along with general reading books. The committee members also suggested that the collected library overdue fine should be used for purchase of library books only.

The committee also asked the member secretary to propose a subscription of EBSCO eBook Academic Collection for the university. It is an aggregator e-book database of EBSCO which offers access to over two lakh books in different subject areas. The institute had trial access to this product during the February and March months of 2022. The Chairman asked the members secretary to have quotation of this product and also asked to share the list of titles available in EBSCO e-books academic collection database with the committee members for their reference.

2. DSPACE REPOSITORY:

DSpace repository is an important service of the library. It is being maintained by the library team. In absence of proper technical support with respect to installation, customization and server maintenance of DSpace, the DSpace server has crashed a couple of times. The committee has decided all the software & infrastructure related issues should be handling by the IT dept. of the university. Dr. Ravindara Bhatt advised that the content part should be taken care of by the library team and all software &

infrastructure related aspects shall be taken care of by the IT Cell of the JUIT. The members were also of the opinion to explore the possibility of finding an agency so that technical and maintenance part of DSpace could be outsourced.

3. NDL MEMBERSHIP NUMBER:
Library has been helping students to become a member of NDL so that they could access NDL resources. The JUIT has over 950 active registrations for NDL service. However, for getting the NDL membership 'number' there should be a NDL club in the institute. Since library team has been motivating students to become a member to access the NDL resources, the committee members were of the opinion not to strictly enforce them to participate in NDL. The library can make students aware about NDL and its services.

Further, Dr. Tanu Sharma suggested exploring the possibility of creating a NDL club, in near future, in collaboration with the Gender Champions Club or Literary Club as both the clubs are conducting similar types of events which are required for the NDL club.

4. STATUS OF LIBRARY MANAGEMENT SOFTWARE:
The members were updated about the 'Liberty' to 'Koha' migration status in the library. Member Secretary pointed out that the library team has been working simultaneously on both the softwares, i.e. 'Liberty' and 'Koha' for all the activities which are being performed on library management software. Since issue/return facility of the Koha has been working well and the web-OPAC facility of the Koha has also settled properly, the committee unanimously advised not to renew the AMC of the Liberty which got expired on 30th September 2022.

The committee members were informed that book overdue fines for students are Rs.5/- per day for first 5 days and Rs. 10/- from 6th day onwards. Since Koha does not have a provision to keep two different amounts of fine. The committee decided to keep Rs.5/- per day as an overdue fine on books for students in KOHA.

5. USER ENTRY SYSTEM:
The member secretary informed the committee that library has been keeping a record of daily visitors (students) through a register on which students write their names, enrolment numbers, in/out times. The member Secretary proposed to change this manual entry process to an automated one (biometric or any other). Dr. Ravindara Bhatt shared his apprehension on this change and suggested not to automate the entry process as it may discourage students from using the library facilities. The Chairman advised not to make any changes in the process of recording user footfall.

6. 3M SECURITY SYSTEM:
The 3M Security System (Workstation and Gates) was installed in 2006. The technology has been obsolete and even calibration has become difficult. The upgrading of this security system is long pending. The event of false or missing alarms has increased. The committee members were informed that replacing the old system with newer ones may involve Rs.10.00 lakh approximately. The Chairman and other committee members advised upgrading the system (workstation and security gates) immediately and asked the member secretary to call quotations to upgrade it.
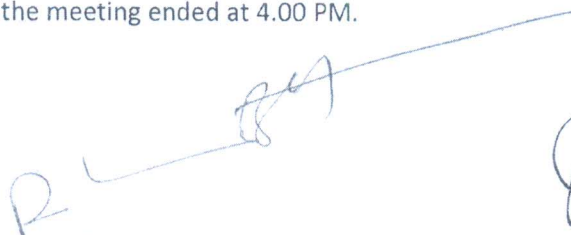
7. REMOTE ACCESS FACILITY:

The member secretary informed about the INFED remote access service of INFLIBNET Centre which is available free of cost for the e-resources subscribed through the e-Shodh Sindhu consortium. A Linux server with live IP is the primary requirement to install the facility. Products of other players such as Knimbus and Refread were also discussed as these products offer, mobile app, integration of Web-OPAC and Dspace repository along with subscribed resources as well as provide access to various scholarly resources available under open access mode over the internet. The cost of these proprietary products would come between Rs.2 lakh to Rs.3 lakh and is further negotiable. The Chairman advised to take up this matter in the next meeting.

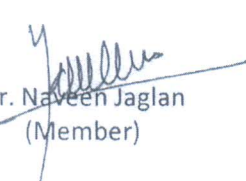There being no further item to discuss, the meeting ended at 4.00 PM.

Prof. P B Barman
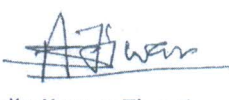(Chairman)

Dr. Ravindara Bhatt
(Member)

Dr. Poonam Sharma
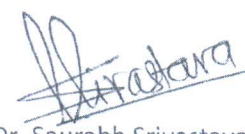(Member)

Dr. Naveen Jaglan
(Member)

Dr. Tanu Sharma
(Member)

Dr. Sanjiv Kumar Tiwari
(Member)

Dr. Rishi Rana
(Member)

Dr. Saurabh Srivastava
(Member)

Dr. Suresh K Chauhan
(Member Secretary)