

K.K University

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K.K University Library Policy, 2023


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K.K University Library Policy, 2023

This Policy will be known as K.K University Library Policy, 2023 and will be effective from the date of notification by the University. This Policy shall supersede all Policies made earlier in these regard.

1. Introduction

The University Library serves as a vital hub for the entire university, empowering students and staff with convenient access to a vast array of information resources. These resources encompass a broad range, including digital platforms, online databases, print materials, and various other non-print formats. The library diligently caters to the diverse needs of the academic community, supporting their curricular requirements, providing valuable informational resources, and facilitating innovative research endeavours. By aspiring to be a driving force behind academic excellence, the University Library aims to inspire and propel the university community towards their scholarly goals.

To develop a state-of-the-art Library that effectively caters to the information needs of a dynamic community is guided by a set of principles and rules. These principles and rules are designed to establish a structured and efficient functioning of the University Library system, providing a framework for the delivery of services to all stakeholders. The Library aspires to hold a central position in the intellectual life of the University, actively engaging with and supporting the academic endeavours of its members. All these are being incorporated in the form of K.K University Library Policy, 2023.

2. Applicability

This Policy shall apply to the following:

- 2.1 All enrolled students of the University
- 2.2 All employees of the University excluding persons holding an honorary, visiting or adjunct appointment with the University or engaged as Apprentices and Trainees.

3. Definitions

- 3.1 **'University'** means K.K University.
- 3.2 **'Competent Authority'** means the Chancellor, the Pro Chancellor, the Vice Chancellor, the Pro Vice Chancellor, the Registrar or any other authority so designated by these Policy
- 3.3 **'Student'** means an individual who has enrolled at K.K University to undertake formal education
- 3.4 **'Staff' or 'Employee'** means all persons who have been appointed/engaged by the University to perform some jobs or tasks
- 3.5 **"Academic Staff"** means the person engaged in academic activities viz. Demonstrator/Laboratory Technician/Tutor/Lecturer/Assistant Professor/Associate Professor/Professor etc.
- 3.6 **"Library"** means K.K University Central Library and other Departmental Libraries
- 3.7 **"Librarian"** means K.K University Librarian


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- 3.8 **“Member”** means the student or employee who have registered themselves as a member of the Library
- 3.9 **“Academic Council”** means the Academic Council of K.K University
- 3.10 **“Board of Management”** means the Board of Management of K.K University
- 3.11 **“Vendor”** means the Distributor/Publisher/Book Shop authorised to deliver items at K.K University
- 3.12 **“Online Vendor”** means e-Commerce website

4. Membership

- 4.1 Students or Employees interested in becoming library members typically need to register at the library.
- 4.2 The Librarian will issue the Library Card to the concerned individual after careful verification of the filled application form and the supporting documents submitted (if any). This verification process ensures that the provided information is accurate and meets the library's requirements for membership. Once the Librarian has confirmed the authenticity of the submitted form and documents, they will proceed to issue the Library Card to the individual, this card grants them official membership and access to the library's resources and services.
- 4.3 Members will be provided with the library policy, which outline rules regarding borrowing periods, overdue charge for late returns, and other policies. By becoming a member, individuals agree to adhere to these terms and conditions.

5. Library Committee

The library shall be managed and administered by a Library Committee under the supervision and control of the Academic Council and Board of Management. The Library Committee plays a crucial role in supporting the growth of the library, facilitating its development plans, and ensuring that it continues to be a vibrant and effective resource for its users.

5.1 Constitution of the Library Committee

The Library Committee of the University shall consist of the following members, namely:

Sl.	Designation	Position
1.	Vice Chancellor	Chairperson
2.	Pro Vice Chancellor	Co-chairperson
3.	All Deans/Principal/HoDs of the University	Member
4.	Registrar	Member
5.	Chief Finance Office/Finance Officer	Member
6.	One (1) Student Representative (UG)	Member
7.	One (1) Student Representative (PG)	Member
8.	Librarian	Member Secretary

5.2 Powers and Functions of the Library Committee

The Library Committee shall have the following powers and functions:

- 5.2.1 The committee participates in strategic planning for the library, assisting in the development of short-term and long-term goals and objectives. They help

- to identify areas of improvement and suggest strategies to enhance library services, resources, and facilities
- 5.2.2 The committee collaborates with library staff and administrators to develop and review the library budget. They provide input on funding priorities, resource allocation, and potential sources of funding for library development initiatives
 - 5.2.3 The committee serves as advocates for the library, promoting its importance and value to various stakeholders, including administrators, faculty, students, and the wider community. They raise awareness about the library's role in supporting teaching, research, and lifelong learning
 - 5.2.4 The committee assists in evaluating and enhancing the library's collection. They may recommend new acquisitions, evaluate existing resources, and explore opportunities to expand the range of materials available to library users
 - 5.2.5 The committee stays informed about emerging technologies and trends in library services. They collaborate with library staff to explore and implement innovative technologies that enhance access to information, streamline operations, and improve user experience
 - 5.2.6 The committee actively seeks input from library users, gathering feedback and assessing their needs and preferences. They use this information to inform decision-making processes, tailor library services to meet user expectations, and identify areas for improvement
 - 5.2.7 The committee fosters collaboration and partnerships with other campus departments, academic programs, and external organizations. They work closely with faculty, students, and staff to understand their needs and develop initiatives that align with academic goals and community outreach
 - 5.2.8 The committee participates in the development and review of library policies, ensuring they are aligned with best practices, institutional guidelines, and the evolving needs of library users. They contribute to the creation of policies related to collection management, access, privacy, and intellectual property
 - 5.2.9 The committee may propose the amendment of the existing policy(s) subject to the approval of Academic Council/Board of Management
 - 5.2.10 Committee members engage in ongoing professional development to stay updated on library trends, practices, and technologies. This helps them bring new ideas and knowledge to the committee's work and effectively advocate for library development

By fulfilling these functions, the committee actively contributes to the advancement and success of the library, enabling it to meet the evolving needs of its patrons and provide a high-quality learning and research environment.

5.3 Meetings

The committee shall meet at least two times in an academic year.

5.4 Quorum

The quorum for meetings of the Library Committee shall be one third of the total number of members.


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6. Procurement of Books and Other Publications

- 6.1 The employees and students can recommend books and other publications for being purchase by the Library. The list of books and other publications requisitioned by the employees and students for purchase should always be routed through the respective Deans/Principals/HoDs.
- 6.2 Library would then check for duplication and place the list of recommended books and other publications for the consideration of the Library Committee.
- 6.3 After incorporating the suggestions of the Library Committee, the Library will then prepare the final list of books and other publications and place it before the Academic Council for approval.
- 6.4 The approved list will then be placed before the Board of Management or any Officer of the University delegated for approving financial matters by the Board of Management, for financial approval.
- 6.5 After obtaining the financial approval, the library will then place orders for procurement.
- 6.6 On the recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured.
- 6.7 The Library should prepare a panel of Vendors based on the criteria as decided by the Library Committee
- 6.8 The procurement of books and other publications shall be done through the following means:
 - 6.7.1 Procurement of physical books and other publications from approved Vendors
 - 6.7.2 Procurement of physical books and other publications from approved Online Vendors
 - 6.7.3 Procurement of e-books and other online publications
 - 6.7.4 Procurement of legal and journal databases
- 6.9 While procuring the physical books and other publications from the Vendors, the Library shall send the approved list to the concerned Vendors. While sending the list the Library shall require the concerned Vendors to respond to the following points.
 - 6.8.1 Availability of the items mentioned in the approved list
 - 6.8.2 Discount being offered on the items
 - 6.8.3 Time required for the delivery of the order
- 6.10 The order shall be placed to the approved Vendor offering the highest discount. However, in exceptional cases the Vendor offering the highest discount requires significantly more time for delivery than others (with the discount difference being no more than 3%), the order can be placed with the Vendor assuring faster delivery with the approval of the Competent Authority.
- 6.11 If in case the vendor repeatedly fails to deliver the ordered items within the committed timeframes, then that vendor(s) may be removed from the panel of vendors by the Library Committee
- 6.12 Procurement of the physical books and other publications from the Online Vendor(s) shall only be permitted, when the books and other publications need to be procured urgently and the vendors are unable to supply the books and other publications, after necessary approval from the Library Committee.
- 6.13 After obtaining necessary approval and sanction from the Library Committee, the Printed Journals/e-Journals/eBooks/legal and journal databases will be subscribed/renewed through the empanelled subscription agents and keeping in

view their past service records. Some Printed Journals /e-Journals/e-books/ legal and journal databases may also be ordered directly from the vendors.

- 6.14 The list of magazines and periodicals to which the University has subscribed shall be placed for review before the Library Committee once in every twelve (12) months.

7. Donation of Books

- 7.1 By donating books to the library, the Donor confirm that the Donor is the rightful owner of the materials and have the authority to transfer ownership. The library reserves the right to accept or decline donations based on University collection policies and the condition and suitability of the materials.
- 7.2 The University appreciates all donations, but it must ensure that they are relevant to the library's collection and align with our academic focus. University appreciate materials that support educational programs, research interests, and the needs of the students and employees.
- 7.3 Fiction and leisure reading materials are typically not accepted unless they have specific educational or scholarly relevance.
- 7.4 Donated books should be in good condition. University welcome gently used books that are clean, free from excessive markings or damage, and have intact covers and pages. Materials with significant wear, mold, or missing pages may not be suitable for the collection.
- 7.5 Before bringing physical volumes, Donors are requested to contact the Librarian and provide relevant details about the books. This information can assist in assessing the suitability of the donation, coordinating logistics, and ensuring that the materials align with our collection development policies.
- 7.6 Once accepted, the donated books become the property of the University.
- 7.7 The Library will prepare the list of the books donated and the Librarian will issue the Letter of Acknowledgement to the Donor mentioning all the details of the books donated.

8. Weeding Out Process

The process of weeding out library books involves the systematic evaluation and removal of materials from the library's collection. The process involved is mentioned below.

- 8.1 The library shall conduct regular assessments (at least once a year) of its collection to determine the relevance, usage, and condition of materials. This evaluation helps to ensure that the collection remains current, relevant, and aligned with the needs of library users. This helps maintain a dynamic and high-quality collection over time.
- 8.2 The Library shall identify books and other publications with outdated or inaccurate information, low circulation or usage, poor physical condition, duplication of content, and having no relevance to the current curriculum or research needs. The materials identified shall be listed mentioning all the relevant details.
- 8.3 The list prepared shall be circulated to all the Schools/Departments/Centres for review.
- 8.4 After review, the Library shall finalize the list based on the recommendations received and get it approved by the Library Committee.
- 8.5 The approved list of materials are withdrawn/ deaccessioned from the active library collection and may be placed for pick up by users free of cost for their Academic use. The deaccessioning process also involves removing the withdrawn materials from the library's catalog and updating the library database.

- 8.6 For materials that are outdated or no longer relevant, the library may propose to replace them with updated editions or more current resources to the Library Committee.
- 8.7 The Library should maintain records of the weeding process, including the reasons for withdrawal, dates, and disposal methods. This documentation helps in maintaining transparency, tracking collection development, and making future decisions.

9. Stock Verification

Stock verification of a library shall be carried out either at the end of the academic year or before the start of a new academic year. The main objective of this process is to assess and verify the quantity, condition, and value of all the items or assets held within the library's collection. During stock verification, the library staff will perform a comprehensive review of the library's holdings. This involves physically checking each item in the collection against the library's inventory records to ensure accuracy and completeness. The purpose is to identify any discrepancies, such as missing or misplaced items, and take appropriate measures to rectify them.

The stock verification process involves the following:

- 9.1 Physical counting and verification of each item, which will ensure the accurate count of books, periodicals, multimedia materials, and other resources. Any inconsistencies or discrepancies discovered can be addressed, ensuring that the library's records precisely reflect the items actually present in the collection. If any items are missing during the physical counting, steps may be taken to investigate their whereabouts. This may involve searching for misplaced items within the library, contacting patrons who borrowed the items, or initiating procedures to replace lost materials.
- 9.2 Examination of the physical condition of the items, which allows to identify any damages, such as torn pages, broken bindings, or missing components, and take necessary actions for repair or replacement.

10. General Rules

- 10.1 Entry to library is strictly prohibited without University Identity and Library Card
- 10.2 It is strictly prohibited to carry reference materials outside the library
- 10.3 Newspapers, periodicals, and magazines are designated for in-library reading only and may not be taken outside the library
- 10.4 Any damage to any Books/Newspapers/Periodicals/Magazines including missing pages, pen or pencil marking, torn pages, other spots etc. should be reported to the Librarian at the time of collecting the same, before leaving the counter failing which the borrower shall be liable to compensate the loss
- 10.5 Books issued, if not returned within stipulated date shall attract fine
- 10.6 Loss of Books or any other borrowed items should be immediately reported to the Library
- 10.7 Reservation of seat is not permitted in Library and books or articles left for any length of time on chairs and tables may be removed by the Library staff
- 10.8 Library Card is non transferrable and should not be lent to anyone else and violation of this clause shall lead to withdrawal of library facility
- 10.9 Loss of Library Card should be immediately reported and duplicate card should be issued on payment of requisite fee
- 10.10 Only notebooks and books are allowed inside the Library, and all other belongings must be kept in the designated area outside the Library
- 10.11 The University/Library Staff shall not be responsible for loss of any personal belongings


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- 10.12 Consumption of foods/drinks within the library is strictly prohibited
- 10.13 Use of Mobile Phones and other electronic gadgets within the Library is strictly prohibited
- 10.14 Personal Laptop may be allowed inside the library but the members will maintain such an environment which will not disturb the others.
- 10.15 Internet access will be provided to the members having laptops; necessary access permission to use the internet will be available from the IT section
- 10.16 Complete silence has to be observed within the Library
- 10.17 The Library Staff has the right to request any of the student to leave the premises if he/she is found of violating any rules of the Library
- 10.18 A Non-Dues Certificate from the Librarian is mandatory for both students and staff members who wish to obtain any university certificates while they are leaving the university before or after completing their course or departing from their employment.
- 10.19 Photocopying materials other than Theses/Dissertations available in the library is allowed. Photocopying can be performed without violating the copyright act.
- 10.20 Books may be renewed again after the completion of borrowing period
- 10.21 Books may be recalled any time by the Library.
- 10.22 Demanded books may be not re-issued and not interchanged
- 10.23 Borrower should bring the material physically to the Library for renewal.
- 10.24 Any act of indiscipline in the library shall be ground for withdrawal of library privilege

11. Borrowing of Book

Sl.	Type of Borrower	No. of Books	No. of Days
1.	Diploma Student	2	15
2.	UG Student	4	15
3.	PG Student	4	15
4.	Research Scholar	4	30
5.	Teaching Staff	4	15
6.	Non-teaching Staff	2	15

12. Overdue Charges /Lost or Damaged Item Charges

- 12.1 Overdue charge shall be imposed for each day a borrowed item is returned past its due date. The amount of the charge may increase for each subsequent day of delay as mentioned in the following table.

Sl.	No. of Days after due date	Overdue Charge (Rs.)/Day
1.	1-15	2.00
2.	16-30	5.00
3.	>30	10.00

- 12.2 Members are responsible for the condition of borrowed materials. If an item is returned damaged or lost, double of the present cost of the book shall be charged to cover the cost of repair or replacement of the item along with the overdue charges (if applicable).
- 12.3 Library will not provide any exemption on overdue charges during examinations, vacations and holidays etc., only except in case of Natural Disasters or charge exempted by the Competent Authority.