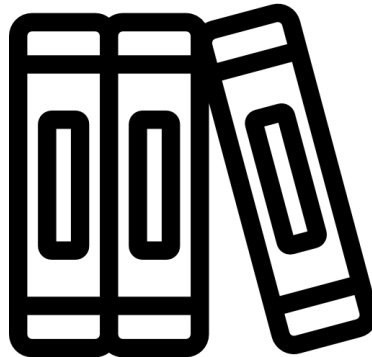




MALLA REDDY ENGINEERING COLLEGE

(UGC Autonomous Institution, Affiliated to JNTUH,
Accredited by NAAC with 'A' Grade)
Maisammaguda, Dhulapally village, Secunderabad,
Telangana State – 500100

SOP FOR **KNOWLEDGE RESOURCE CENTRE**



SOP FOR

KNOWLEDGE RESOURCE CENTRE

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

OBJECTIVE:

To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

BOOK PURCHASE:

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Submission of list of books recommended by the members of faculty of different departments to the library
- Recommendations are checked by the librarian for duplicate, availability, etc.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured
- Physical verification and checking of books received against the order.
- Entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.
- Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

- Technical processing of the books including classification and cataloguing is done.
- Physical Processing of the books including pasting of property slips, placing the barcoded tags and stamping is carried out
- Then the books are placed in shelves according to their classification number by the library staff.

LIBRARY MEMBERSHIP :

- All the faculty, non teaching staff and students of the institute are entitled to become library members
- For becoming the members of the library the faculty and students have to fill in the library form with the details and get it signed by the Librarian.
- All the students of the college become members in the library after their enrolment into the course offered by the college.
- After the signing of the library form library cards are issued to the students.

BOOK ISSUE

- Each student shall present his/her identity card along with library borrower card before any book is issued to him/her
- Number of books allowed to various members

Member	Nos
Graduate Students	6 Books
Post graduate students	6 Books
Faculty	10 Books
Non- Teaching Staff	3 Books
Loan Duration	
Students	15 Days
Faculty	Semester

- If the book is not returned by the member by the due date Rs. 1/- per day fine will be collected and no books will be issued to the member till the time dues are cleared and overdue books are returned.

- The Library Opens from 9.00 A.M to 6.00 P.M on all working days. (Works beyond normal working hours on demand from students)
- Journals (unbound issues)/Reference Books/ Reports will not be issued from the library. No circulation will take place from the Reference Library.
- In case of loss/damage/disfiguring/tearing of pages of Library books, student will be charged twice the prevailing cost of the book. So, ensure you are not receiving any such book else report it to the library staff.
- In case of loss/damage of either of Library Membership ID Card or Book Bank Card a fine of Rs.50/-will be charged and duplicate card will be issued on recommendation of Head of the Institution.
- “No dues” certification will be cleared from library only after the library dues are fully paid up upon completion of course.
- For further information please contact the library staff.

GENERAL LIBRARY RULES

- Readers should observe strict silence inside the Library
- Use of Mobile phones is not permitted inside the Library premises
- Users are not allowed to carry eatables/drinks inside the Library premises
- Library membership card is non-transferable
- Readers are not allowed to bring their personal books or any printed material (spiral/bound book/photocopied material) inside the Library
- Marking, scratching, damaging, stealing, library materials or property will invite disciplinary action against the defaulters.
- Readers should not carry books from one floor to another and should leave the books on the reading table after consulting.
- Readers should not talk or discuss as they may disturb other readers. Reading halls are meant for individual study and research only.
- Users should not rest or keep their feet on tables, chairs, shelves, etc.
- The library shall not be responsible for any loss or damage of the personal belongings of the users
- Library staff shall not transmit telephone calls or other personal messages to the readers.

- The Librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or with any other member
- All the books are to be returned on or before due date
- Readers shall vacate their seats 10 minutes before the closing time of the library.

PRINCIPAL