



**MOTHER TERESA WOMEN'S UNIVERSITY**  
(A State University Established under the Act 15 of 1984)  
KODAIKANAL, 624101



## **Library Policy**

Mother Teresa Women's University has well-stated Library Policy framed by the Library Advisory Committee (LAC) consisting of Vice Chancellor, Registrar, Deputy Librarian, and two senior Professors for the effective utilization, up gradation, and maintenance of Library infrastructure.

The members of Library Advisory Committee, other than the Vice Chancellor and Registrar, shall hold the office for a period of two years.

### **Objectives**

- To establish a bridge between the Library and the Academic Fraternity
- To provide the University community with a wide range scholarly material
- To provide the scholarly materials that are consistent with University's mission, curricula, and research needs.
- To ensure the smooth functioning of the Library for its users
- To augment day-to-day activities with ICT integrated Library Management System
- To provide completely automated service to the users
- To enhance the academic and research ambiance inside the campus

### **I. Library Budget and Finances**

The Library Advisory Committee shall decide upon the Annual Budget for the procurement of books, journals, periodicals, online resources, furniture, equipment, up gradation, and Maintenance.

### **II. Procurement of Resources**

#### **Procurement of Books**

Purchase of books shall be made only upon the prior permission from the University Authorities.

Books shall be purchased based on the Latest Publishers Catalogue, Online Catalogue, Book Exhibition arranged by the Library Committee.

Faculty, staff, research Scholars and students are entitled to recommend new books routed through the respective Head of the Departments and Deans.

Procurement of Books must adhere to book selection criteria: 40% Textbooks and 60% Reference Books.

Once approved and financial sanction is provided by the LAC, purchase order shall be issued to the supplier by the Registrar.

*P. Senthianmaderi*

The concerned staff in Acquisition Section shall verify the price proof.

For the purchase of books through online mode shall be made on recommendation from the faculty members.

### **Procurement of Journals**

The list of journals to be renewed/ purchased shall be circulated to the faculty members and for their recommendation.

The faculty members can also recommend new titles.

The process of renewal should begin at least three months in advance.

Subscriptions must be continued without any discontinuation in issues.

Foreign Journals shall be subscribed through agencies.

Journals renewal and subscription orders shall be issued by the Registrar to the agencies/publishers with terms and conditions.

The Deputy Librarian and Periodical section staff shall ensure the timely supply of issues of journals.

The supply of journals must be addressed to The Librarian, Mother Teresa Women's University, Kodaikanal-624101.

The agencies should submit the bill in triplicate in the name of The Registrar, Mother Teresa Women's University, Kodaikanal.

Bills must accompany the price-proof of journals.

Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the Institute on the production of documentary evidence.

Conversion rate of RBI / Nationalised Bank as on date of subscription are applicable for all payments.

The payments shall be made in the form of Drafts/Cheques/Wire Transfer.

The payment acknowledgment should be submitted to the librarian within 30 days from the date of receipt of advance payment from the Institution.

If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to the Institute.

The period of subscription is for one calendar year from January to December for all the journals. Supplementary volumes if any published during the year may also be supplied.

All journals/issues should normally be supplied within one month from the due date of publication. Whenever the journals are not received by the institute even after one

*P. Senthiaamaden*

month from the actual date of publication, the agency should indicate the reasons for delay, with proof of actual date of publication intimate along with the reply.

Claims for missing issues of journals shall be made within 90 days of the publication of issue, if it is supplied directly by the publisher. In case of delivery by subscription agent, the supply will be reviewed every quarter by the Library and agent.

The agency will be given 18 months' time in total, starting from the commencement of subscription, to settle all the missing issues and gaps in supply. If the Journals/issues, subscribed but not received within the stipulated time mentioned, appropriate/proportionate cost should be refunded to the Institute by the subscription agency, irrespective of the refund by the concerned publishers.

In the event of loss of any issues of the Journals which occurs during the transit, postage, courier, etc or for any other reason whatsoever, the Supplier shall replace all such copies as may have been lost in transit, etc. to the Institute without any extra charges.

If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.

The Subscription Agent(s) should ask the publisher of the journal to provide the online access to the journals which are subscribed in print with online by the Institute or are free with print subscription.

For online access to the journals (free online is available along with subscription of print), the agent will have to provide the technical support. The access has to be provided by IP authentication. IP range shall be provided at the time of placing the order.

If the Supplier receives any supplements including Soft Copies, CDs and gifts offered by the respective publishers along with any journals, these are to be treated as part and parcel of subscription and the same should be sent to the Institution.

Every month the agent will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.

Every three months, reconciliation of supply shall be made by the library and the agencies. The agency shall sign the terms and condition of subscription to journals if it is acceptable to him. Any other conditions imposed by the agency on its own after the agreement will not be valid.

The Bill in triplicate should be sent to The Registrar, Mother Teresa women's University, Kodaikanal. Vendor shall be required to submit adequate publishers' price proof along with the bills.

*P. Sreekumaradevi*

### Procurement of E-Resources

Electronic Resources such as electronic journals, online databases, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form shall be purchased only depending upon their suitability for different Programs, research area, and on usage analysis.

### III. Classification and Cataloguing of Books

Dewey Decimal Classification shall be used for the classification of books.

Bibliographic details of each book must be entered into Cataloguing Module of library software according to AACR2 Standards.

### IV. Membership

All the students, M.Phil (regular), PhD scholars(full time), faculty members and employees of the institute are entitled to be the members of the library.

### V. Borrowing Facilities

The number of books permitted and the duration for borrowing books must be according to the category of members as follows:

S.No	Patron category	Current Checkout allowed	Issue period
1	Deans & Heads of the Department	10	30 days
2	Associate Assistant Professor	8	25 days
3	Ph.D. Research Scholars (Full-time)	5	15 days
4	M.Phil.&Post Graduate Students	3	15 days

Borrowed books must be returned within / on due date mentioned in the date slip of the Books issued.

Books that are returned after the due date are considered overdue. Uniform fine policy was approved by the library committee

A fine amount of 0.50 paise per day per book is collected from the students as overdue charges.

Reference books, Theses, CDs, and loose issues / bound volumes of periodicals will not be issued.

If a borrowed book is lost or mutilated beyond usable condition, then the user informs the library in the prescribed form.

*P. Senthilavudai*

The lost book should be replaced by same or latest edition of the new book with overdue charges.

Overdue charges are not levied in such cases from the date of the report until the same is replaced (is resolved within a month).

In case, it cannot be replaced the following norms will apply for Indian / foreign publishers:

Recovery conditions (calculated from the date of acquisition)	Recovery Amount
Up to 5 years	Double the cost of the document
>5 years but <=10 years	Triple the cost of the document
>10 years but <=15 years	Four times the cost of the document
>15 years	Five times the cost of the document

#### **VI. Theft / Misuse of Library Resources**

The theft or abuse of library resources like books, journals, theses, and dissertations will be viewed seriously.

Each case will be examined, and the matter will be reported to the concerned authorities.

#### **VII. No dues certificate**

'No Dues Certificate' concerning library membership will be issued by the library only after the library dues are fully cleared upon completion of programme.

An employee can get "No dues Certificate" for resignation / relieving only after fully clearing his/her library account.

#### **VIII. Fire Alarm**

The Library building must be fixed with fire alarm facility in order to minimize the possibility of damage from fire.

#### **IX. Working Hours**

The Library shall remain open from 9.30am till 6.00pm.

The Library remains open on all days of the year except on Public Holidays and Weekends.

*P. Seenuanandini*

## **X. Stock Verification and Procedures for Documents Withdrawal**

Physical verification of the library stocks must be carried out to identify the losses, identify misplaced and/or mutilated documents that need repair, or to weed out from the library collection.

Annual stock verification of Library must be conducted once in four years as per Govt. of India, Ministry of Finance, Department of Expenditure; General Financial Rules, 2005, Page 38 : Rule 194 Physical verification of Library Books and loss of books.

The stock verification must be carried out by a team of faculty members assigned by the Registrar and the library staff shall assist the verification team. After verification, the final report will be submitted to the Registrar.

## **XI. Procedures for Write-off**

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

## **XII. Weeding Out**

The Deputy Librarian must periodically verify the condition of the book in the cupboards and remove damaged books. The list of books is prepared and submitted to the Library Advisory Committee for weeding out of the documents. The weeding out process is done as and when needed on the recommendations of a LAC constituted for this purpose.

*P. Seetharamadevi*

### XIII. General Rules for Utilization and Maintenance

- The Deputy Librarian is the custodian of the University Library.
- Library must function from 9.30am to 6pm on all working days.
- Photocopying and scanning must be utilized with prior permission.
- The racks and furniture in reading hall should always be kept clean.
- The books must be organized subject-wise and shelved with clear labelling and numbering systems for the easy access of the users.
- Online and offline catalogues must be updated with every new procurement.
- The Gate Register, Issue Register must have the record of daily users.
- Library users must enter only with University IDs.
- Users must not bring personal belongings, edibles, and mobiles phones inside the Library.
- Users must not install/uninstall any program/service in any computer.
- Underlining, scribbling, and tearing of pages or any other type of damaging of resources are strictly prohibited.
- Xerox/copier machine and scanner must be serviced periodically by the university technician.
- Access, issue and return of the books must be under careful vigilance of the Deputy Librarian.
- Library must maintain the Accession Register, Circulation Register, Fine Register, Gate Entry Register, Missing Books, No Dues, E- Journal usage Statistics Reports when there is necessity.
- Strict silence must be observed inside the Library.
- Library must be under 24 hours CCTV camera surveillance.

**Reviews:** The Vice Chancellor and the Registrar with Executive Council Members do periodic reviews and decide upon enhancement.

**Note:** Mother Teresa Women's University reserves its rights to revise the University's Library Policy as and when required.

*P. Sembianmadevi*

DR.P.SEMBIANMADEVI, M.A., M.L.I.Sc., Ph.D., P.G.D.C.A.,  
Deputy Librarian  
Head Department of Library and Information Science  
Mother Theresa Women's University  
Kodaikanal - 624 101.

-----  
*P. Kamali*  
for Registrar e/c

REGISTRAR,  
MOTHER TERESA WOMEN'S UNIVERSITY,  
KODAIKANAL.

*Sudha*  
VICE CHANCELLOR  
Mother Teresa Women's University  
Kodaikanal