



# Vivekanand Education Society's BUSINESS SCHOOL

(Recognized by Higher & Technical Education Dept, Govt. of Maharashtra State & Approved by A.I.C.T.E.,  
Ministry of HRD, Govt. of India.) NBA Accredited and Member of AACSB.

## LIBRARY OPERATING POLICIES AND PROCEDURES

### Introduction

VESBS library was functional since 2010 with the starting of PGDM programme, since then the library has grown to be an integral part of the institution. The library has a seating capacity of 100 persons. The library has a large number of top-class management books & e-resources. Library room is well air-conditioned and reading room is accommodated in a computerized and Wi-Fi enabled building. The library is user- friendly for students & research scholars. Library is open from Monday to Saturday from 8:00Am to 8:00 Pm. Except Sunday and other public holidays

### Clients

VESBS library offers collection access to the following groups:

- Students
- Faculty and other staff
- Research scholars
- Resources are provided in a variety of formats including
  - a. Books and other hard-copy printed materials
  - b. Serials (i.e. journals, newspapers in both electronic or hard-copy format)
  - c. Databases (electronic collections)

### Procurement policy

Library is equipped with the requisite resources in areas of

- Hard copies of Books, Journals
- Requisite digital and online resources as and when needed

### Sources of purchase

Online search

Faculty / students suggestions

Direct contact with publisher



### **Selection Criteria for books**

The following criteria are considered when purchasing Library resources:

- Relevance of content
- Quality of content
- Suitability for the defined client group

On recommendation of faculty / students books are purchased after get sanctioned from the Academic Dean, library committee members & Director. On receiving the proforma invoice from the vendor, Purchase order is raised then billing instruction is given to the respected vendor /supplier. Books are also procured from online depending upon urgency and availability.

The Library acquires e-books, if required that allow multi-user access across the institution.

### **Bill Processing**

Once the books are received in the library with Bills the price of each book and the discount rates are verified by the concerned staff for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, title of the book and author etc. Then the bills are processed for payment with the accession numbers.

### **Selection criteria for Journals**

On recommendation of faculty members and librarian new journals are subscribed for initial period of one year and after receiving invoice from the publisher / vendor it is get sanctioned from the Academic Dean, library committee members & Director of the institute.

At the time of renewal the quotation is taken from the vendor and after raising P O renewal order, the order is placed with the respected supplier.

### **Circulation Policy**

Library is open access, Users can get benefit to go through wide range of management books. It is easy for the users to identify books as per his / her requirement.

Students, faculty & staff can borrow library material from Monday to Saturday from 10: Am to 7:00 Pm

- Books are issued and received through library software (Slim-21).
- Students are allowed to take 2 books at a time on different subject on their library card for a period of one week
- If required books are further renewed for a period of one week unless there is no claim on the same by other students.
- Students can borrow one back issue magazine / journals for over night
- If a journal / magazine which has been issued to a student is urgently required, the library may call back the same from the student.



•Reservation: Students can reserve one book at a time when all the available books on the same title with the Library are issued.

•Overdue books attracts a penal charge of INR3/- per day per student for the total number of days of overdue. Overdue policies are not applicable for faculties and research scholars.

Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books

•Users will be held responsible for any damage or loss of library materials at the time of their possession and user will be required to meet the cost of replacement and processing of the same book.

• Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

#### **Discipline**

•All users must observe silence in the library

•Bags are not allowed inside the library for anyone

•Edible substances are not allowed inside the library by any user

•Mobile must be kept in silent mode and talking on mobile phones is strictly prohibited in the library at the time of using the reading room.

•The library shall not take any responsibility for loss of personal property or books already signed out to a user.

#### **The following materials can only be used within the library**

- ❖ Reference books
- ❖ Newspapers
- ❖ Journals and magazines ( Current )
- ❖ Thesis (Phd)

#### **Stock verification**

Library conducts the stock verification, during the month of May – June every year.

The collection evaluation process helps us to discover the less used, unused and outdated Collection. This will greatly help in preparing the weeding-out list.

Through stock verification a comprehensive listing of the library is done. It helps in presenting the collection statistics of the library.

The mis-shelved and misplaced documents are identified and rectified during the Stock verification process.

The stock verification process supports the bindery preparation exercises.

#### **Weeding Policy**

The withdrawal of books is based on the following guidelines:

Criteria for weeding Library materials of all types (which include, books, journals, etc.) may be considered for weeding if they meet any of the following criteria.



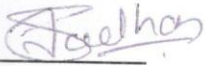
- Physical Condition Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.

The Librarian with the library committee will make the final decisions regarding the disposition of materials withdrawn from the collection or to go for mending and rebinding

Keeping library materials in good, useable condition is essential. A decision is made on each worn book - whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions.

- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Any rare book or irreplaceable item, are used only in the library to ensure against their Loss and / or mutilation.



Supriya Phatkare  
Asst. Librarian





Dr. Sachin Deshmukh  
Director

