



SHRI VISHWAKARMA SKILL UNIVERSITY

DUDHOLA, PALWAL, HARYANA,

**Main Campus, Village –Dudhola, District- Palwal,
Haryana - 121102**

Policy on Collection Development & Resources Management for the Central Library, SVSU

1.Acquisition/ Selection of Books and other Reading Materials

- 1.1** The Chairperson / Head of the respective Faculty / Department in consultation of the faculty members will recommend the books and other reading materials to purchasing in the Central Library. He / She shall ensure that the books and reading materials must be related to the syllabi and meet the curricular and research requirement of faculty/staff members, students and research Scholars. The suggestions of students, research scholars and faculty/ staff members shall be made to the Dean /Head of the concerned department, who shall examine the suggestions and make recommendations for purchase. As far as possible the Dean /Head of the department furnish the bibliographical details i.e. Author, Title, Edition, Publisher, Price, Year of Publication, Number of Copies etc. The latest titles shall be recommended which are not published preceding five years except in the cases where no substitute of thought content is available. The recommendation of the Dean /Head shall be made to the University Librarian / Library in Charge in both form i.e. soft copy and hard copy.
- 1.2** The books may also be selected from the World Book Fair/ Book Fair organized in the country/ Book Exhibition held at University campus by any faculty member, academic staff and Librarian.
- 1.3** The University Librarian / Library in Charge shall select the general books, reference books and other reading materials of general nature on demand of the library users.
- 1.4** The University Librarian / Library in Charge shall provide necessary help in selection of books by making available publisher's catalogue of books and reading materials, promotional materials and other sources of information. He shall also organize Book Exhibition in the campus to facilitate selection.

2. Purchase Procedure for Reading Materials

The following purchase procedure shall generally be followed for purchase of books and other reading materials in the University Library.

- 2.1** The Assistant Librarian (In-charge of Acquisition section) shall examine the recommended list of books and other reading materials with regard to duplication (unless not desired) and correctness of bibliographic details.
- 2.2** The University Librarian / Library in Charge shall affect purchase of the books and other reading material for the University Library within the allocated and sanctioned budget granted on the recommendation of the Chairperson of the department concerned and in accordance with allocation made by the Library Advisory Committee. For General books, the University Library shall make purchases with the approval of Chairman, Library Advisory committee. The order shall be placed to the firm of repute to the satisfaction of the University Librarian / Library in charge, which can supply books and other reading materials as per the approved terms and conditions.
- 2.3** The supply period of the Indian books shall normally be for one month and for Foreign books for three months. Non-compliance of this condition shall automatically treat as cancellation of order and order shall be placed with another empanelled supplier. The supply period can, however, be extended by the University Librarian / Library in Charge.
- 2.4** The Government, Institutional and Society publication shall be purchased from the issuing organization on the discount offered by them. If such books are not available with the issuing organization, then the reading material shall be purchased from the other sources on their offered discount.
- 2.5** In special circumstances where the reading materials are not available on bill basis and advance is asked for, the University Librarian / Library in Charge shall draw the advance with the sanction of the competent authority.

In case of urgent requirements, the University Librarian / Library-in-Charge may be procured reading materials like books / magazines etc. through online shopping / retail vendors on recommendation received from the Competent Authorities as Hon'ble Vice

Chancellor / Registrar/ Dean maximum amount of Rs. 10,000/- (Ten Thousand Only) with approval of Library Purchase Committee.

- 2.6** The University Librarian / Library in Charge shall seek approval for purchase of rare or specified books, costly manuscripts, art object, etc. from the competent authority i.e. Hon'ble Vice Chancellor.
- 2.7** The price of the book and other reading material shall be verified from the following:
- a).** Price printed on the book (s)
 - b).** Photocopy of any book selection tool as Indian National Bibliography, Subject Bibliographies, Trade Bibliographies etc.
 - c).** Purchase Invoice from the publishers or his Indian representative.
 - d).** Publisher's Catalogue/Publisher's Website.

However, in all cases the supplier shall certify that "the latest editions of the books stated in this invoice have been supplied and the latest publishers' prices have been charged and proof thereof, (if any difference in the price shall be found then refunded at any time).

- 2.8.** The Librarian shall verify and check the bills of the books and journals and other articles purchased for the library. The following certificates shall be recorded by the University Librarian or Deputy / Assistant Librarian authorised by the Librarian on the invoices of books purchased from the suppliers.
- (i) Discount given has been verified and found correct.
 - (ii) Books have been entered in the Accession Register / Stock Register at number(s)
 - (iii) Prices charges by the suppliers have been verified and found in order.
 - (iv) Latest editions of the books have been purchased.
 - (v) The books have been received in good conditions.

3. Discount and other Terms and Conditions:

- 3.1.** The discount for printed books of different categories will be as per the university acquisition policy decided by the Library Advisory Committee for all English / Hindi languages of Indian or foreign origin books as under:

DISCOUNT RATES FOR PROCUREMENT OF BOOKS IN THE CENTRAL LIBRARY			
S.N	Type of Publications	Discount	No. of Copies
1.	Indian & Foreign books	25%	Up to 5 copies
		30%	Up to 6-20 Copies
		31%	21 to 50 Copies
		32%	51-More
2	Multivolume / Reference Materials Indian or Foreign viz. Encyclopaedia, Dictionaries, Yearbooks etc.)	30%	-----
3	*Govt./ Society Publications etc.	No Discount Publisher printed price / Publisher invoice Price + 10% handling or postage charges etc.	

*Vendor has to be provided the original publisher's invoice as proof of earned discount (s.n. 3), otherwise payment will be made as per S.N. 1 to 2.

- 3.2** The University Librarian / Library in Charge shall be competent to purchase books at the rate of discount approved by the Good Offices Committee (The Federation of Publishers' and book sellers' Association of India) where it is ascertained that the books are not available on higher discount.
- 3.3** University Librarian / Library in Charge shall be competent to pay actual postage, handling, transport charges wherever applicable out of the temporary interest or any other contingency funds.
- 3.4** Others terms of supply shall be the standard terms and condition of the order for the supply of books and other reading materials.
- 3.5** The CD ROM's, Data bases, learning resources and electronic resources shall be purchased opting following criteria:
- a).** The above non-print material shall be purchased from the source of origin, if these are proprietary material, these shall be purchased on the price offered by the issuing firm. In such cases the firm shall certify on

the bill that the reading material has not been sold on a lower price to the billing price to any other University/Institution or supplier.

- b). In case, the non-print reading material which is available with many suppliers, the purchase shall be affected from the reputed and standard supplier on offered discount however, if the number of titles are more than 20 the purchase shall be affected on competitive rates.
- c). Where it is adjudged that the online version of good number of reading material is available from the publisher by paying annual license/subscription fees, and is economical, the payment of annual license/subscription fees shall be paid to the publisher. University Librarian shall be competent to make payment to the publisher on the recommendations of the Head of the department concerned for subject material and on the approval of the Vice-Chancellor in case the material is of general nature.

4. Subscription of Periodicals / Serials/ Newspapers / Magazines:

4.1 Indian Journals

The order of subscription to the Indian Journals shall normally be made to the publisher concerned directly. The annual payment of subscription shall be made in advance in favour of publisher concerned. Publishers Invoice/catalogue/website shall be considered authentic as the proof of subscription price charged. The advance drawn shall be adjusted after the receipt of payment is received and produced to the concerned office of the University. In case the receipt is not received and the service of the Journal has started, then the advance shall be adjusted on the basis of following certificate from the University Librarian or Deputy/Assistant Librarian authorized by the University Librarian.

“Certified that the service of the Journal (s) being subscribed in the Library has started”.

If any Journal issue has not been received against the order, the publisher would be asked to replace it (free of cost) or to give credit or to advance the period of subscription for the corresponding period.

In view of the postal vagaries, the publisher shall be asked to send the Journal issues by speed post or registered parcel and the expenditure incurred by the publisher shall be admissible for payment either through the bill/invoice raised by the publisher or through a supplementary bill/invoice of the publisher.

4.2 Foreign Journals

4.2.1 For subscription of Foreign Journals in print or print + online, competitive rates and terms and conditions shall be invited from the reputed subscription agencies in the country. The University Librarian shall be competent to shortlist the subscription agencies from whom the competitive rates and terms and conditions are to be invited, however he shall ensure that the subscription agency has Income Tax Permanent Account Number. The competitive rates and terms and conditions received shall be scrutinized by a sub-committee approved by the Vice-Chancellor for the purpose. The order for subscription to the Foreign Journals shall be placed to a subscription agency quoting highest discount, however the discount shall not be sole criteria while deciding the subscription agency. The committee shall consider the other guiding factors such as vendor reliability, past performance and reputation. The guiding factor of vendor reliability, past performance and reputation is necessary since, for the Journals payments have to be remitted in advance, this would save the University from a lot of troubles on account of irregular and delayed supply. The recommendations of sub-committee would be approved by the Vice-Chancellor. The advance paid to the approved vendor for subscription to the Foreign Journals shall be adjusted after the receipt of payment is received from the vendor and produced to the concerned office of the University.

The competitive rates and terms and conditions of the approved vendor shall normally be valid for three years. However, for the second and third year the order shall be placed on the basis of the satisfactory supply position and services during the first and second year.

The order (s) for subscription of journals shall be executed only after entering an agreement on stamp papers duly signed by both the parties i.e. the approved vendor and the University as agreed upon in terms of rates and other conditions.

The back volumes of Journals recommended by the Chairperson concerned shall also be purchased on the basis of competitive rates of at least three suppliers.

4.2.2 E-books and E-Journals may be purchased directly from the publishers in case of specific titles, otherwise purchase be effected through a consortium too be formed for all the Universities or Colleges of Haryana/India.

4.2.3 The subscribed printed periodicals / journals shall be bound on the completion of volume and subsequently, accessional in the Accession Register in serial order.

4.3. Newspapers / Magazines subscription

The Newspapers and popular magazines may be purchased from the local Agents / vendors. Payment of these materials may be made monthly, quarterly or yearly, as the case may be, on the receipt of invoices, Benefit commission shall be availed after inviting rates if any.

The Newspapers and popular magazines who do not permanent value for the library, may be disposed of every year. The duplicated issues of periodicals received free of the cost may also be disposed of every year.

5. Maintenance of Records of Books / Journals / Magazines etc.

The acquisition section of the library shall maintain the following records.

- (i) Accession Register (As per University Code form UAC 13/1)
- (ii) Withdrawal Register (As per University Code UAC 13/3)
- (iii) Shelf List / Database

5.1. There shall be an accession register, it will be maintained in the Form of UAC 13/1 by the library for entering the books purchased and for such documents as are being kept in the library on more or less permanent basis,

irrespective of their mode of acquisition – purchase, gift and exchange, shall be entered in the accession register in the serial order. The following accession register shall be maintained:

A. Books Purchased

B. Gift of Books

C. Journals (for bound volumes)

D. Non-book materials (CDs / DVDs / Video Cassettes etc.)

Others terms and conditions shall be applicable as per the University Code, Govt. of Haryana

6. Safe Custody and Safeguards for Preservation of Books and Other Articles

6.1 The University Librarian / Library in Charge shall be responsible to make arrangements for the safe custody and preservation of books and other articles in his charge. He should take such steps as may be necessary to safeguard against any misuse, theft. Damaged, e.g. by termite, / humidity, or otherwise tampering with the books, journals, manuscripts, non-consumable and other articles in his possession. Rare manuscripts, art objects and other valuable acquisitions, should receive in his special attention.

6.2. The University Librarian / Library in Charge shall review from time to time the arrangements to be made for safe-custody and preservation of library collection and submit his proposals to the Vice Chancellor.

7. Physical Verifications of Books and Other Reading Materials

The policy of stock verification of the library reading materials shall be applicable as per the University Code, Govt. of Haryana.

8. No Dues Certificate

All students and staff members shall obtain 'No Dues certificate' from the library before leaving the University. Recovery of all the books shall be ensured before issuing 'No Dues Certificate' form the Central Library.

If books lost or damaged must be paid for or replaced to the satisfaction of the University Librarian. In case of payment of lost or damaged books, a member

shall pay the net current published price / in case of current price is not ascertained than double the cost of the book plus 10% of handling charges etc. may be charged. In case of periodicals proportionate cost shall be charged.
