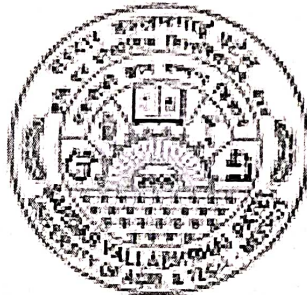


**OPERATING POLICIES AND PROCEDURES
OF
CENTRAL LIBRARY**



**SARDAR VALLABHBHAI PATEL UNIVERSITY OF AGRICULTURE &
TECHNOLOGY, MODIPURAM MEERUT-250110**

Bliss

Introduction:

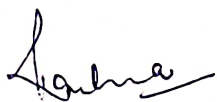
The Sardar Vallabhbhai Patel University of Agriculture & Technology of Meerut came into existence on 2nd October 2000 following notification no. 3204A/12-08-2000-400{96}99 dated 27.09.2000 by the Government of Uttar Pradesh under the Uttar Pradesh (Krishi Evam Prodyogik Vishwavidyalaya Adhinyam) 1958 {U.P. Act XLV of 1958}. The University has the unique honor of being called the first Agriculture University of the Third Millennium and the 21st century. The university library of Sardar Vallabhbhai Patel University of Agriculture & Technology of Meerut was started at the old campus in 2000. With time, it was shifted to the Biotechnology college & administrative building of the University in order of building construction. Presently, it is running in an independent Central Library building within the university campus. The Central Library building is fully air-conditioned and has a good reading ambience with a Wi-Fi facility. The Library is equipped to support not only faculty and students but also researchers and scholars.

Mission:

The mission is to provide all college students with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning. To support teaching faculty, researcher, and administrative staff to participate in interactive information that complements education, reflective thinking, and development of thought using contemporary knowledge in the relevant field.

Vision:

Library provides the correct information to the right users at the right time and in the right given format. As the Sardar Vallabhbhai Patel University of Agriculture & Technology of Meerut moves towards its goal of achieving prominence as a leading Central Library in this part of the Country, It is the vision of the Library to support the University and its stack holder by providing seamless axis's to the broadest possible spectrum of information resources such as digital. Online database, Print and non-print materials relevant to the academic community's curricular, informational, and innovative research needs.



Purpose of Policy:

- a. Policies provide the framework for library operations and services.
- b. Development policies can help ensure high-quality library services that provide for community needs, the wise use of library resources, and fair treatment of library staff and library users.
- c. Provide curriculum books and promote educational, research, cultural, and information requirements of students, teachers, researchers, and general users.
- d. Provide direction, including requirements, standards, and boundaries for the conduct, as well as the consistent implementation of daily library operations for users and staff.

Building & Infrastructure

Building: The specific features of the central Library are as under:

Building type: G+1 (Ground Floor + First Floor)

Ground Floor

- Block A- Periodicals Section
- Block B- Study Section
- Block C- Administrative Area
- Block D- Atrium
- Block E- Reading Area
- Block F- Reference Book Section
- Block G- e- Library

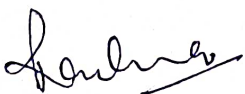
Sections: Entrance Fire, Clock room, Issue Counter, Printing/Classification room, Book Binding, Administration room (Librarian, Assistant Librarian), Central Atrium, Technical section/Photocopy/office, Conference room, Periodical section, Reference Books, Reading room, E-Library

First Floor

- Block H- Special Reading Section
- Block I- Administrative Area IInd
- Block J- Reading Area IInd
- Block K- Reading Area IIIrd
- Block L- Reading Area IVth
- Block M- Reading Area Vth
- Block N- Text Book Lone
- Block O- Reading Area VIth


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Sections: Text Book Loan, Reading rooms, Special Reading room, Group study room, Group discussion room, Seminar room.

Clients

The Library provides collection access to the following client groups:

- ✓ Students
- ✓ Faculty and staff
- ✓ Research Scholars
- ✓ Alumni

Library Services for users:

The Library offers the following facilities to the students and staff:

- Photocopying Facility @ Rs.0.75 /- per page.
- Overnight Issuance of Reference Book.
- E-learning with the help of 13 computers.
- Journals facility through CeRA and other databases.
- The library Building is Centrally Air Conditioned and having 24 hours Power Backup via UPS and Generator.
- Free Wi-Fi facility.
- Newspaper/ Newspaper clipping and information regarding University and others.
- On-demand soft copy of the syllabus, Question papers, etc., provided to the students and Faculty members via email.
- Central Library uploads the thesis on Krishikosh as well as Shodhganga.

Rule & regulations of the Central University library:

To make the rules & regulations of the University library more appealing to the majority of faculty members/teaching staff, and students, a committee had been constituted by the hon'ble Vice-Chancellor. On the recommendations of the committee, the hon'ble Vice-Chancellor has been pleased to approve the rules and regulations of the University Library, the details of which are as follows:-

i. Issue of Book (Book number & Duration)


- a. Faculty members / Teaching Staff: **05 (five) books for One month.**
- b. Students: **UG -02 books for 10(ten) Day**



PG -03 books for 10(ten) Day

- ii. **Acceptable Charge (due to late return of books):**
(For faculty members/ Teaching Staff and Students)
- After the due date: Rs 2/- per Day up to one week
 - After one week: Above Charge of One week +@Rs 5/- per Day.**If Sunday or Holiday falls on the due date, the book will be returned on the next working Day.**
- iii. **If the book is lost /misplaced:** The Faculty member / Teaching staff and the student will have to either return the same book (with the Same title, author,& publisher) or pay two times the cost of the book plus an acceptable late charge as mentioned in point '2A' above **(If the fine is deposited after the due date of the book)**
- iv. **If Library Card is lost:** The new card will only be issued after paying a fine @ Rs 50/- per card by the faculty member/teaching staff and students. In addition, they will have to give assurance in writing that the lost card shall not be reused or misused.
- v. **If anybody is found carrying library documents** (book etc.) from the University library without issue, a sum of Rs. 500/- would be charged from him/her as a fine. Further, if something is repeated next time by the same person, the facility for issuing the book will be withdrawn, and the fine mentioned above will also be charged.
- vi. **Only Reference books will be issued overnight to faculty members/teaching staff and students.**
- vii. The University Library timing of the book will be observed as follows:-
During Semester: 09 AM to 09:00 PM} on all working days
During Holiday: 10 AM to 2:00 PM}
During Semester Break: 10:00 AM to 5:00 PM} on all working days
- viii. Only in case of Casualty of faculty members/teaching staff and students will the fine Charge due to late return of book (if applicable) be exempted.
- ix. Because of the shortage of books, the book will only be issued to faculty members/teaching staff, and students.
- x. Using a mobile phone or any other communication device is strictly prohibited inside the library premises. Any infringement of these instructions shall entail disciplinary action.
- xi. **No dues from Library:**

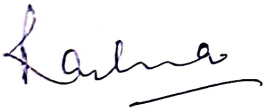



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- a. **UG Student:** Submit the library cards for No dues.
- b. **PG Student:** Submit the library card, CD in PDF file of the thesis, and hard-bound dissertation in the Library for No-Dues.
- c. **Faculty & others:** Submit the library card for No dues.

Library Advisory Committee /Purchase Committee:

- a. The Vice-Chancellor nominates the members like Deans or its nominee, senior professor, Finance officer or its nominee, or which he felt fit for support to Librarian/OIC or library facility and Librarian as a member secretary.
- b. The member secretary (Librarian/OIC) shall issue the notice for convening the meeting along with a copy of the agenda to each member before the committee meeting after obtaining the approval of the Chairman LAC.
- c. Minutes of various meetings shall be recorded by the Member Secretary and circulated to all the members for consideration and approval after obtaining the consent of the Chairman, LAC/ Honb'le Vice-Chancellor.
- d. The committee decides all policy matters, procurement procedures, and purchase of items




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