



Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF PHYSIOTHERAPY

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**STANDARD
OPERATING
PROCEDURE
(SOP)**

**LIBRARY AND
INFORMATION
RESOURCE CENTRE**

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STANDARAD OPERATING PROCEDURE (SOP)

LIBRARY AND INFORMATION RESOURCE CENTRE

COPT institutional Library provides services to COPT Students, Staffs and other Libraries through ILL. Resources like text books, reference books, e-books, CDs/DVD's, e- Journals, print Journals, Projects and Dissertations.

AIM OF SOP

- To lay down procedures for procurement of books, periodicals, newspapers, CDs /DVDs.
- Develop procedure for their Circulation, accounting and disposal and all the HODs of the department are communicated to raise their requisitions for books based on the curriculum
- To develop procedures for membership and ILL.

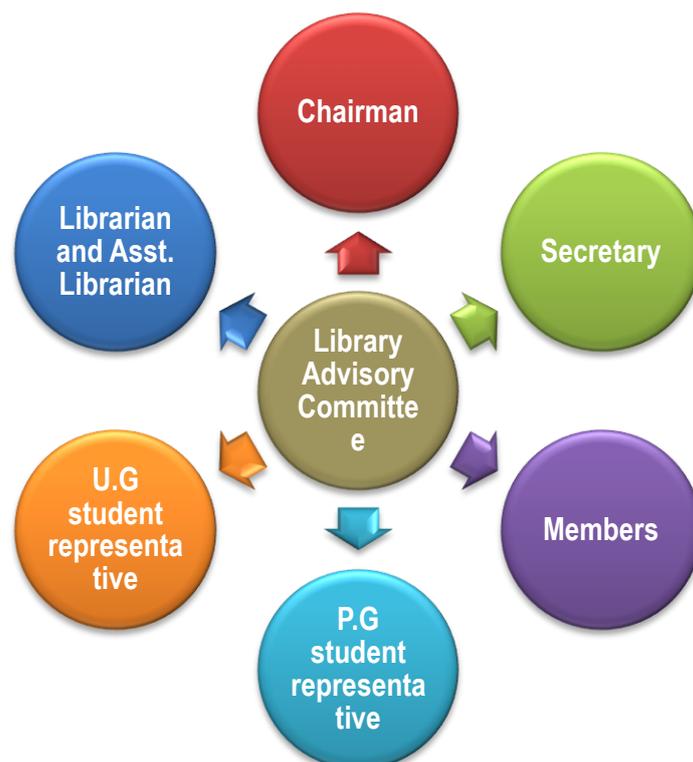
MEMBERSHIP OF LIBRARY:

- For becoming the members of the library the faculty and students have to fill the library form with the details and get it signed by the Librarian first and then from Principal
- All the student of the college are eligible for membership in the library after their admission is confirmed for course offered by the college
- Once they are registered in Library cards are issued to the students with unique library member number.
- Also scanned signature and Photographs are uploaded in Library software.
- Verification of members during book issue is done online by checking photo and sign.
- Barcodes are also generated for each member and pasted on I-card

FUNCTIONS OF LIBRARY ADVISORY COMMITTEE:

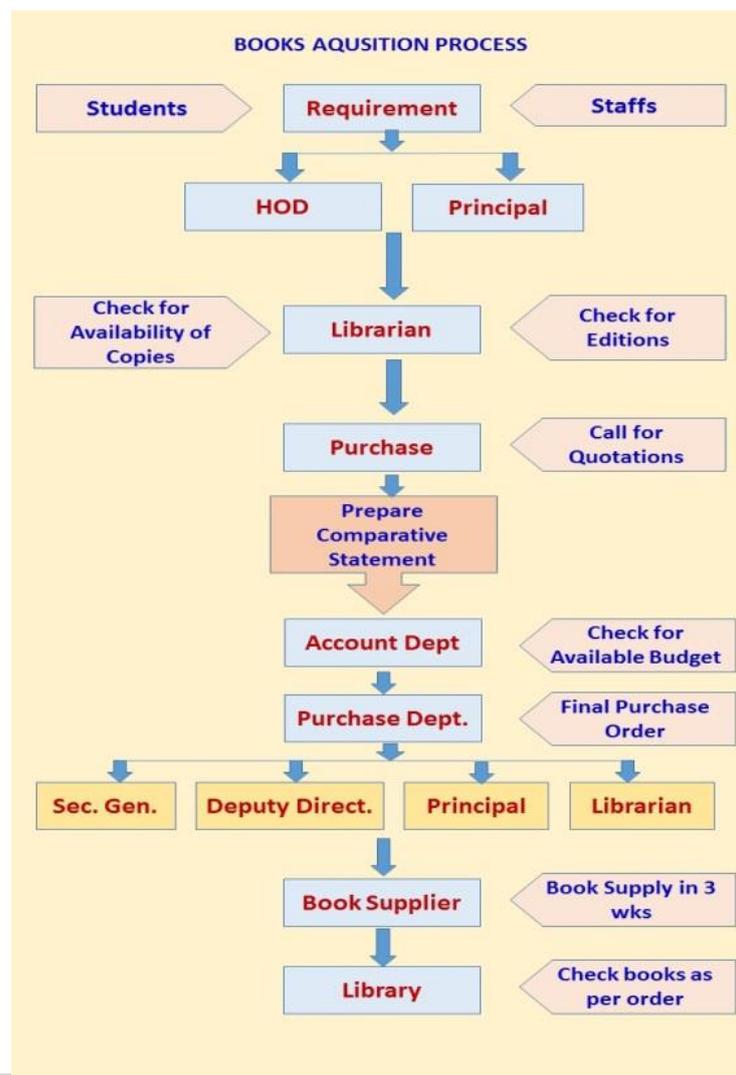
- a) To provide general direction of the library.
- b) To review the functioning of the library with regard to its support to the academic programmes of the university.
- c) To advise the university on matters of policy relating to development of library.
- d) To outline the library collection enhancement policy as and when required.
- e) To monitor and evaluate, from time to time' trends and developments in information technologies, networking, library automation. Library cooperation etc" and to direct the library in their adoption
- f) To suggest ways and means to generate revenue from library resources'
- g) To formulate action plan for the development of 'library infrastructure, facilities, products and services.
- h) To evaluate the suggestions made by the library users.
- i) To formulate the policy for the library use and framed procedure for its use.
- j) To assist library in providing need based information services'
- k) To review the requirements of the new programmes being introduced and advise library about financial assistance. To evaluate department wise book procurements and allocation of budget accordingly.

COMPOSITION OF LIBRARY COMMITTEE:



FREQUENCY OF MEETINGS OF LIBRARY COMMITTEE:

- Minimum 2 meetings 6 monthly. Meetings are conducted in month of January and July every year
- **Attendance in Meeting:** Meeting attendance is mandatory for all members of Library advisory committee. If attendance is less than 75 % the meeting is not conducted.
- **Notice for the meeting:** notice is prepared in advance at least 15 days prior to the meeting date. The notice includes date, time, venue and Agenda for the meeting.
- Every member is notified through email, social media and in presence also. It is always ensured that everyone gets the information about the meeting to be held.
- **Minutes and compliance:** All minutes of the meeting are maintained by librarian.
- He/she needs to submit the meeting documents within 1 week from the date of meeting.
- All compliance raised in meeting is completed in 15 days from date of meeting and approved by Principal and secretary.



PROCEDURE FOR BORROWING OF BOOKS:

- Books will be issued for a period of seven (7) days at a time to the students and faculty will be issued books for a period of thirty (30) days.
- Re-issue of books will be done in the set of fourteen days each for a maximum of two times ,or as long as no other library card holder requires the book and keep the request to reserve the same. The moment the book so issued is reserved by another card holder ,the same shall not further issued for an extended period to the current holder of the book .The faculty should renew the books at the period of thirty days to avoid any fine.
- Student can at best hold Two (2) books in his/her account at any point of time, whereas a faculty members can hold a maximum of three (3) books in his /her account.
- Books will be issued only after the library card is produced and scanned on the library computer .The books to be issued shall also scanned for its Barcode. For reFor re-issue after the last date for return of the book, the book has to be physically brought to the Library circulation counter and due fine has to be paid before getting it re-issued as a fresh issue

PROCEDURE FOR PROCUREMENT OF BOOKS CDs /DVDs & E-RESOURCES :

- To ask for requirement of library resources to students and staff.
- Submit to Librarian through HOD and Principal
- If book title is available but number of copies are less, title can be procured.
- Obtain minimum 3 quotations form authorized suppliers for the procurement of books.
- Comparative statement is prepared and best prize is selected.
- Where any publication is not available with the registered supplier, depending upon the urgency, procure the same from available source with due approvals.
- After approval of comparative statement by Principal, it is forwarded to Institute Account department.
- Account department checks for availability of Library budget
- Once budget is sanctioned, Purchase Orders sent to selected suppliers.
- Time duration of minimum 3 weeks given for supply of books.

PROCEDURE FOR PROCURING BOOK BANK BOOKS

- Book bank facility is available for economically backward students.
- Notice for availing facility of Books Bank Scheme is displayed on notice board at the beginning of every academic year.
- Applications in the prescribed format are submitted to library with signature of Principal.
- Depending on eligibility criteria applications are selected and list of selected candidates displayed on Notice board.
- Refundable deposit against a set of books in paid by students in the Account Department.
- Deposit :-

Sr. No.	Class	Deposit (Rs.)
1	Ist B.P.Th	500
2	IInd B.P.Th.	1000
3	IIIrd B.P.Th	1500
4	IVth B.P.Th	2000

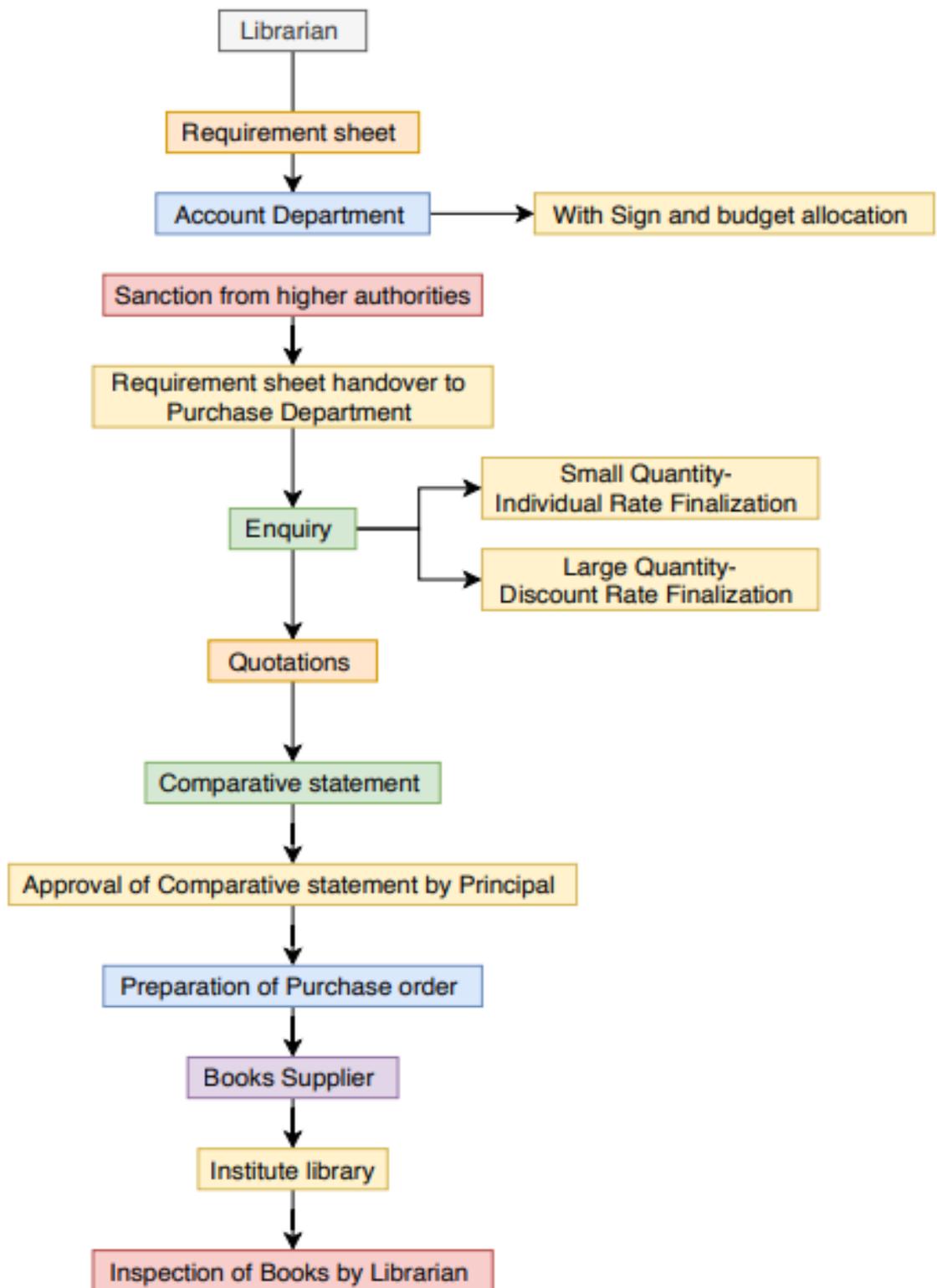
- A set of text books is issued to student for complete one academic year.
- Students need to return books on last date of University practical examinations.

RULES AND REGULATIONS FOR BOOK BANK SCHEME:

- To take benefit of this plan student must do the application by the name of Principal before within 1 week from display of notice.
- Student application form is available in the library.
- Along with the application previous year mark sheet and running year Income Certificate must be attached.
- From the submitted applications the Library Committee will select the students based on the eligibility criteria and provide the availability of books.
- Eligibility criteria is as follows-
 - Students must be passed in every subject.
 - Students must be needful and backward economically.
- Five students will be selected by the Library committee and each student will be provided with one set of textbooks.
- This scheme will be followed for one academic year.
- As per the availability for each subject, one book will be provided.
- At the end of the academic year books must be returned to the library, if not submitted per day per book Rs 5 will be fined.
- 20% of the total amount of books issued must be kept as deposit with the librarian, which will be returned at the end of the academic year.
- If the book is lost or any damage is made to the book, new book or the exact price of the book must be submitted to the library.

PURCHASE PROCEDURE:

- Requirement sheet will be prepared by the Librarian of the institution as per the requirements of students and staffs.
- If book title is available but numbers of copies are less, title can be procured.
- Requirement sheet will be passed on to the Account Department with signatures of higher authorities and budget allocation.
- The budget will be sanctioned by the higher authority which includes Sec. Gen, Deputy Director, Principal, and HOD.
- Requirement sheet is then hand-overed to Purchase Department for further enquiry.
- Enquiry criteria are as follows
 - a. Small Quantity- Individual rate finalization.
 - b. Large Quantity- Discount rate finalization.
- Obtain minimum three quotations from authorized suppliers for the procurement of books.
- Comparative statement is prepared and best price is selected.
- Where any publication is not available with the registered supplier, depending upon the urgency, procure the same from available source with due approvals.
- After approval of comparative statement by Principal, it is forwarded to Institute Account Department.
- Account Department checks the availability of Library Budget.
- Once the budget is sanctioned, it is handover to Purchase Department; Preparation of purchase orders is done.
- Purchase orders are sent to suppliers.
- Institute library is supplied with the books by the suppliers.
- Librarian checks the books properly.



PROCESSING OF THE BOOKS/CD/DVD/ OTHER RESOURCES:

1. Entry is made subject wise, books type, edition and DOP. Check the proper condition of the publication and enter the details of the publication in the Accession Register, if the same is in good condition, otherwise return to the supplier.
2. Generate the Dewey Decimal Classification number with the latest edition and then enter the details of book/CD/DVD in the Accession Register.
3. Enter the details of the books/CD/DVD in the Library Software.
4. The bar code and Spine label generated by Software is pasted on the book/CD/DVD.
5. Paste due date slip on the book.
6. Put library Stamp on processed books at five places for identification as Library Property and at one place on the CD/DVD.
7. The book is placed in the appropriate shelves in the Library and the CD/DVD in the Technical Section Shelf.
8. Get the Link of E-Resources received from the supplier and upload link on website and ensure that they are accessible to all users.
9. Send the challan and bill to accounts section for payment
10. Maintain a record of all challans and bills and a summary of receipts through out the year.

PROCESSING OF PERIODICALS/NEWSPAPEERS:

1. On receipt of periodicals/newspaper, enter the details in the Periodical/newspaper Register.
2. Put library stamp on the periodical/newspaper at five places and enter the date of receipt.
3. Place the periodical/newspaper in the appropriate shelf in the reading room.
4. On receipt of bill from publisher/newspaper vendor, forward the bill to Account section for payment
5. Maintain a record of all bills and summary of receipts through the year

ACCOUNTING OF FINE:

1. Rate of fine will be as follows :
2. Students: Rs. 05/-
3. Teaching /Administrative Staff Rs. 10/-
4. The late deposit of books after the number of days is automatically calculated on the Software. This would be shown to the student/faculty/staff member on the screen as well as notified through mobile app before accepting the fine payment
5. The fine received from the concerned person shall be as per the screen display, in cash and a receipt prepared manually must be issued by account department to the card holder.
6. On payment of fine, the receipt number and amount paid is entered in the library software.
7. The report of fine payment is generated at the end of every month and presented in “College council meetings”.
8. Fine rates are revised/kept constant by discussion in “Library committee meeting” held biannually.
9. Power to reduce fine or reconsider is reserved with Principal and Librarian. Students can apply for reconsidering the fine through a prescribed format. Based on reason.
10. If the book is misplaced or lost by user, payment twice of latest edition price or replacement of hard copy of book with latest edition to be done. If it is replaced after due date fine amount till date of replacement to be paid by user.

ANNUAL STOCK TAKING

1. Annual Stock taking will be ordered by the Librarian in the last week of April every year.
2. Stock verification should be completed in one week.
3. Stock verification committee is formed by Principal.
4. Stock verification committee includes
 - a. Teacher Incharge
 - b. Librarian
 - c. Asst. Librarian
 - d. Clerk
5. The Stock taking committee will also check the details of fine collected and deposited during the year (01 July to 30 Jun) books purchased and taken on charge during the year, new e-resources procured during the year and new periodicals prescribed during the year

MISCELLANEOUS INSTRUCTIONS:

1. All students would be required to deposit their bags outside the Library, in the space so provided for the same. There should be no mobile, wallet, cash or any other costly item left in the bags.
2. Library staff shall ensure strict checking of books going out of Library.
3. The Library Committee would be formed at the beginning of the Academic year in the month of July and shall hold office for two years. It shall meet, once a quarter in the first week of January, April, July and October and address all issues pertaining to the effective functioning of the Library. It is also responsible to plan budget, get it sanctioned and ensure purchase compliance.
4. In case of loss of books, student/ staff can be allowed to replace of book, if approved by the Chairman Library Committee only in new and good condition, and of the same/newer edition/publication and title.
5. Penalties for theft of books, defacing of books including tearing of pages, disturbances in the library etc, use of social networking sites in the Multimedia Section (Which is solely meant for accessing e-journals) shall be decided by the Chairman Library Committee and after due approvals, will be displayed on the Library Notice Board for Strict compliance.

Dealing with Losses:

- Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence and may be written off.
- Loss of a book of value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

LIBRARY READING ROOM:-

- Reading room timings are from 8.30 am till 5 pm on working days
- During exams reading room is kept open 24hrs with prior permission from Principal
- Library reading room is utilized for teachers and students to read material available in library
- Members need to produce library id card on entry to the reading room
- Every member required to sign the register and entry and exit timings.
- Mobiles, Food, beverages, and chewing gum are not permitted in the reading room.
- Laptops are allowed in the reading room with prior permission from librarian
- Library staff will inspect all items that readers take into or bring out of the reading room.

LIBRARY STATIONARY / PRINTING AND ACQUISITION

1. At the beginning of year, in consultation with Library advisory committee, Librarian will be prepare requirement of stationery and process it through Principal.
2. For Printing material, final format of document to be printed is approved by Librarian and Principal and is sent for Printing through Purchase Department.

AMENDMENTS:

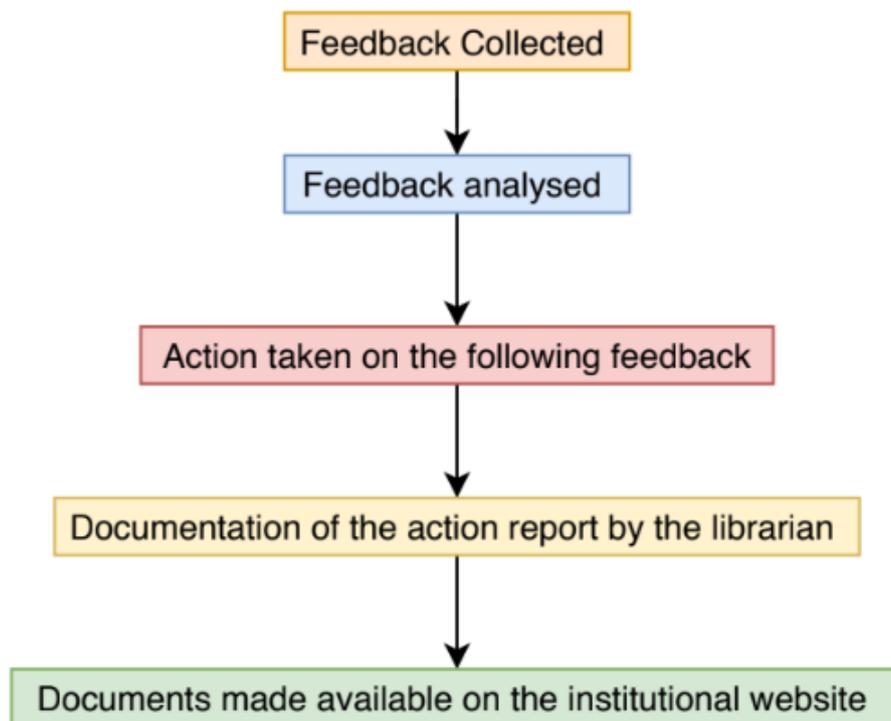
SOP shall be reviewed every year. Changes of financial implications if any shall have the concurrence of the Governing Body.

Teacher Incharge

Principal

LIBRARY FEEDBACK

- Institutional library continually try to improve services to best suit the learning, teaching and research needs of our users.
- Library feedback is taken once in a year in the Month of August.(Beginning of New Academic Year)
- Feedback form is designed to cover all aspects of library Such as Books/Journals Availability, Infrastructure, Internet and environment.
- Library feedback is analysed and presented in Library Advisory Committee meeting





Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy
(Ahmednagar)



Library Membership Form
College Library Registration Form

Photo

- 1) Name: _____
- 2) Email ID: _____
- 3) Mobile No: _____ 4) Gender: Male /Female
- 5) Date of Birth: ____/____/____ 6) Blood Group: _____
- 7) Designation / Class: -----
- 8) Department: ----- (For Staff)
- 9) **Local Address:**
- House / Flat No. /Hostel: _____ Road: _____ Land Mark: _____
- City: _____ State: _____ Pin code No: _____
- 10) **Permanent Address:**
- House / Flat No. /Hostel: _____ Road: _____ Land Mark: _____
- City: _____ State: _____ Pin code No: _____
- 11) **Parents Information:**
- Fathers Name: _____
- Parents Mobile No: _____ Email ID : _____

Student Signature & Name

For Office Use Only

- 1: Member No: -----2: Category: UG Student /PG Student /Staff
- 3: Valid Till Date: -----4: Enrollment No: -----
- 5:Reg.Date: ----- 6: Year: -----

Assistant Librarian

Teacher In charge

Principal



Dr. Vithalrao Vikhe Patil Foundation's
**DR. VIKHE PATIL MEMORIAL HOSPITAL &
MEDICAL COLLEGE, AHMEDNAGAR**

REQUIREMENT SHEET

Dept.: - College of Physiotherapy

Date: ___/___/_____

To,
Dy. Director
Dr. Vikhe Patil Memorial Hospital & Medical College

Sr. No	Title of Books	Author	Edition	Qty. Held in Lib.	Price	Qty. Required	Total Amount

Justification _____

H.O.D.

PRINCIPAL

MEDICAL SUPT.

LIBRARIAN

STORE OFFICER

DIRECTOR GENERAL

(Sanctioned/not sanctioned)

DY. DIRECTOR

Date:- ___/___/_____

Reconsideration of Book Late fine

To,
The Librarian,
DVVPF,COPT,
Ahmednagar.

Through: Principal, COPT,Ahmednagar

Subject: Reconsideration of Book Late fine

Respected Sir/Madam,

I _____ Class_____ Batch_____ has
issued Book title:_____ on Date: ___/___/20___.

The due date for return was ___/___/20___. But because of _____.

(Reason for not returning on time) I was unable to return the book.

Kindly reconsider my library fine. Next time I will not repeat my mistake

Thanking you

Your's Sincerely

(Name:)

Library No:

Remark by Principal

Remark by Librarian-



Misplaced Book Replacement Form

Name of the Library Patron: _____

College ID No. _____ Library Card No. _____ Dept. _____

E-mail _____ Contact No. _____

Book Details:

Accession No. _____ Call No. _____

Issued on ___/___/___ Due date ___/___/___ Overdue Amount (Rs.) _____

Book Title: _____

Author (s): _____ Publisher: _____

Edition: _____ Year: _____

Reported on: Overdues: _____ Damaged Book: _____ Loss of Book: _____

Please select (✓) the relevant option:

- I will replace the lost book with an identical book (title, edition, year etc.) within 15 days of the date reported.
- I will pay the cost as per rule. ie. Latest edition of the book or cost as per Accession Register whichever is higher plus 20% extra as handling charges.
- The book has been found and will be returned back on _____ along with the overdue fine as applicable.

Date: _____

Signature of the Library

Patron: _____

FOR OFFICE USE

Cost of the book: _____ Handling charges (20% of cost) _____ Total charges(Rs.) _____

Amount Paid(Rs.) _____ Receipt No. _____ Date: ___/___/___

Book replaced with the same edition as detailed below:

Remarks:

Signature of Library Staff with date:



Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy
(Ahmednagar)



Book Donation Form

Name in English: (Mr/Mrs/Ms/Prof/Dr): _____ (Surname) _____ (First Name)

Phone Number: _____

Donated items

Books Journals Number of items: _____

Title and year of publication:

(1)

(2)

(3) (Note: If necessary, please attach a separate sheet.)

I would like to have:

Acknowledgement receipt / Certificate: Yes No If yes, Email:

If yes, please provide the name:

I understand that: The Library reserves the right to make the final decision on the retention, location, processing and disposal of the donated materials.

Signature: _____

Date: ___/___/_____



Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy
(Ahmednagar)



Book Bank Scheme

(Student application form)

To,

Principal

.....

.....

Respected Sir,

As the Book Bank Scheme is available in our college I am willing to participate in the above scheme and request you to issue me with the books as per my requirements. My detailed information is attached with the application.

Under the following scheme, if my application is approved I will follow all rules and regulations and will return the book issued at the end of the academic year.

Name of Student:

Signature of Student



Dr. Vithalrao Vikhe Patil Foundation's
College of Physiotherapy
(Ahmednagar)



Book Donation Certificate

 Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF PHYSIOTHERAPY
Affiliated to Maharashtra University of health science, nashik. Approved by Govt. Of Maharashtra.
Recognized by Maharashtra State O.T.P.T Council, Mumbai and Indian Association of Physiotherapist.
Accredited by NAAC & Recognized by UGC 2(f)



Book Donation Certificate

This is to certify that .

Dr. / Mr. / Ms. _____

has Donated _____ number of Books / e - Book / Novels to
DVVPF's College of Physiotherapy Institutional Library, Ahmednagar

Our Best wishes for your future. your endeavor..

Librarian College of Physiotherapy, Ahmednagar	Library Incharge College of Physiotherapy, Ahmednagar	Principal College of Physiotherapy, Ahmednagar
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COLLEGE OF PHYSIOTHERAPY

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