



**MANDSAUR
UNIVERSITY**

DREAM. LEARN. LEAD.

LIBRARY HANDBOOK & POLICY



**MANDSAUR
UNIVERSITY**

DREAM. LEARN. LEAD.

Mandsaur Bypass Square, Rewas Devda Road, S.H-31, Mandsaur (M.P.) - 458001

+91 98180 78774 ✉ vc@meu.edu.in 🌐 www.muw.edu.in



Description	Library Policy
Prepared by	
Reviewed by	
Approved by	

Table of Contents

Introduction
Vision
Mission
Values
Library at a Glance
Membership Policy
Library Timings
Circulation Policy
Fine Rules
Loss of Documents
General Rules
Library Committee
Book Procurement, Accessioning and Circulation
Weeding Out Policy
Library and Information Services and Facilities
Floor Guide

Introduction

Mandsaur University is a private university located in Mandsaur, Madhya Pradesh, India. Established in 2015, it aims to provide quality education and promote research and innovation. The university offers a variety of undergraduate, postgraduate, diploma, and doctoral programs across disciplines such as engineering, pharmacy, management, agriculture, journalism and mass communication, and computer applications.

The overall campus life is very exciting and vibrant where students are involved in various activities which provide them a host of opportunities to constantly reinvent themselves, handling new situations & technology, understanding people management skills and experimenting new things which prepare them to become not only accomplished professionals but also a good human beings.

The campus provides a multicultural environment with the presence of students from across India sharing diversity of regions, ethnicities, flavors and cuisines giving the campuses a diverse outlook.

Vision

To build and be acknowledged as a center of excellence in library and information services, a premier knowledge hub promoting a healthy learning and research environment for the Mandsaur University community.

Mission

The mission of the Library is to promote an inclusive environment of creative, critical inquiry, and scholarly communication by providing excellent user-focused services, reliable and accessible information resources, comfortable and collaborative learning and research space, and outstanding professional expertise.

Values

- User First** : To support our users, we bring passion and expertise to our work.
- Innovation** : We explore and employ innovative techniques and ideas to support our vision and mission.
- Collaboration** : We work collaboratively within and outside the institute to achieve our vision and mission.
- Inclusion** : We believe in the principle of shared growth, inclusion, and welfare of our users and staff

Library at a Glance

The Central Library is well equipped with a large number of textbooks, reference books, magazines, journals (both print and online), e-resources (audiobooks, e-books, and videos), and research databases. The current library management software is e-Granthalaya which supports all the in-house activities of a fully featured, scalable library management system. The library is fully ventilated and occupies a total area of 1270 sq. m. with the 90-seating capacity of the students, faculty and staff.

Membership Policy

All faculty, staff, and students of the University are entitled to become library members. Membership is allowed only after submitting a duly filled-in and signed membership form. The members are supposed to be conversant with and agreeable to the Library rules.

Library Timings

Monday – Saturday: 9:00 AM to 5:00 PM

Issue/return of the books will be from 09.30 AM to 04.45 PM on all working days.

1st & 3rd Saturday, Sunday, & Public Holidays: Closed

Our online resources can be accessed 24x7 hours.

Circulation Policy

Users are divided into the following categories - their entitlements, the maximum number of books and the number of days of the issue are proposed in the following table.

User	Maximum No. of Books	Duration
Faculty members	05 books	30 days
Research Scholars	05 books	15 days
Non-Teaching staff	05 books	30 days
Students	05 books	15 days

Issue Regulations

- Members may borrow above mentioned number of documents.
- An over-due charge of Re.1/- per day shall be charged against each book/document not returned within the due date.
- A document issued may be renewed up to 2 times provided there is no reservation against it.
- A document may be recalled before the due date if required urgently in the Library. Failure to respond promptly may lead to suspension of library privileges.
- No document shall be returned on the day of issued.

Reservation of Books

Library provides reservation of books service to members on Monday to Friday. Members have to ask library staff on circulation counter for reservation.

Use of computers/laptops etc.

- Computer in the library premises should be used for academic purposes only.
- Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- Playing games on computers is strictly prohibited in the entire Library premises.
- Changing the settings and display of the computers kept in the Library is not permitted.
- Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- Personal keyboard, mouse, etc. are not allowed inside the Library.
- Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.

Replacement/ Recovery of Lost book

To curb the habit of losing valuable publications and preventing Government loss following action are decided.

- (1) The concerned user shall replace the lost publication (latest ed. of the same author, title) to library within 15 days at his cost.
- (2) Photo Copy of the lost publication will not be accepted.
- (3) The penalty will be charged as per category mentioned below..

Category	Cost	Penalty (Rs) % of actual cost
Indian Books	Actual cost	10%
Books Foreign	Actual cost	20%

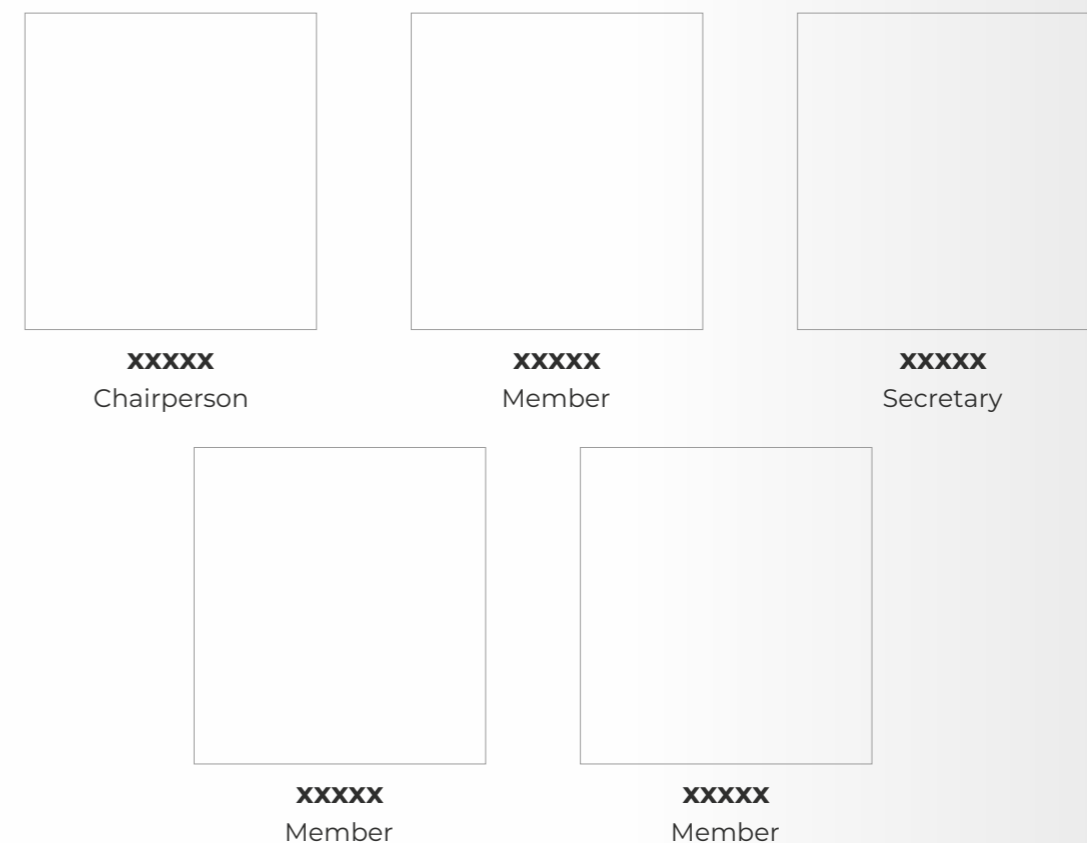
General Rules

- All the users must sign-in to the attendance register while entering the library to mark their presence.
- The library is a "Silence Zone". Students have to strictly maintain silence, decorum and discipline in the library.
- Students are not allowed to enter the library with bags and personal items. They must keep their bags at the property counter of the library.
- Books or Journals that have been taken from the shelves must be placed on the reading table. It is not recommended to replace books on shelves because they may become misplaced. A misplaced book is the same as a missing book.
- With the Librarian's permission, a non-member can use the library's materials in the premises.
- The library books, journals and other documents should not be marked, underlined, dog-eared, written on, torn or otherwise damaged.
- Newspapers, magazines, and journals are strictly kept for reference purposes in the library and will not be issued to anyone.
- Without permission, no library materials may be removed from the library. The unauthorized removal of library property will be viewed as theft and dealt with accordingly.
- Anyone who breaches the library's rules and regulations risks losing their library membership and being prevented from utilizing the facilities.
- Library's photocopying services and Internet pages printing are fee based (Re 1/- per expose and Rs. 2/- per page respectively).

- Library's computing facilities and database access is meant for MU faculty members, research scholars, students, and staff.
- Users of the library should note that all e-resources subscribed are licensed materials and cannot be shared with outside community as it may lead to copyright/license violation.
- Readers are requested to handle the Library property carefully to avoid damage.
- Readers leaving the library should allow the library/security staff to examine their personal belongings.
- Suggestions on all aspects of library services are welcome.

Library Committee

The main responsibility of the Library Advisory Committee is to promote library development activities with the management in order to support the efficient operation of the library services, provide user-oriented facilitation, and formulate plans and policies. This serves as a conduit for discourse and communication between the Library System and its patrons. The Committee's major goal is to close the communication gap between the Library, the academic community, and the university administration. The Library Advisory Committee is to be appointed by the Vice-Chancellor of the University. The University has issued a notification about the constitution of the Library Advisory Committee. The LC would meet at least once in every quarter to review the library affairs. The composition of committee members and their designations are as below.

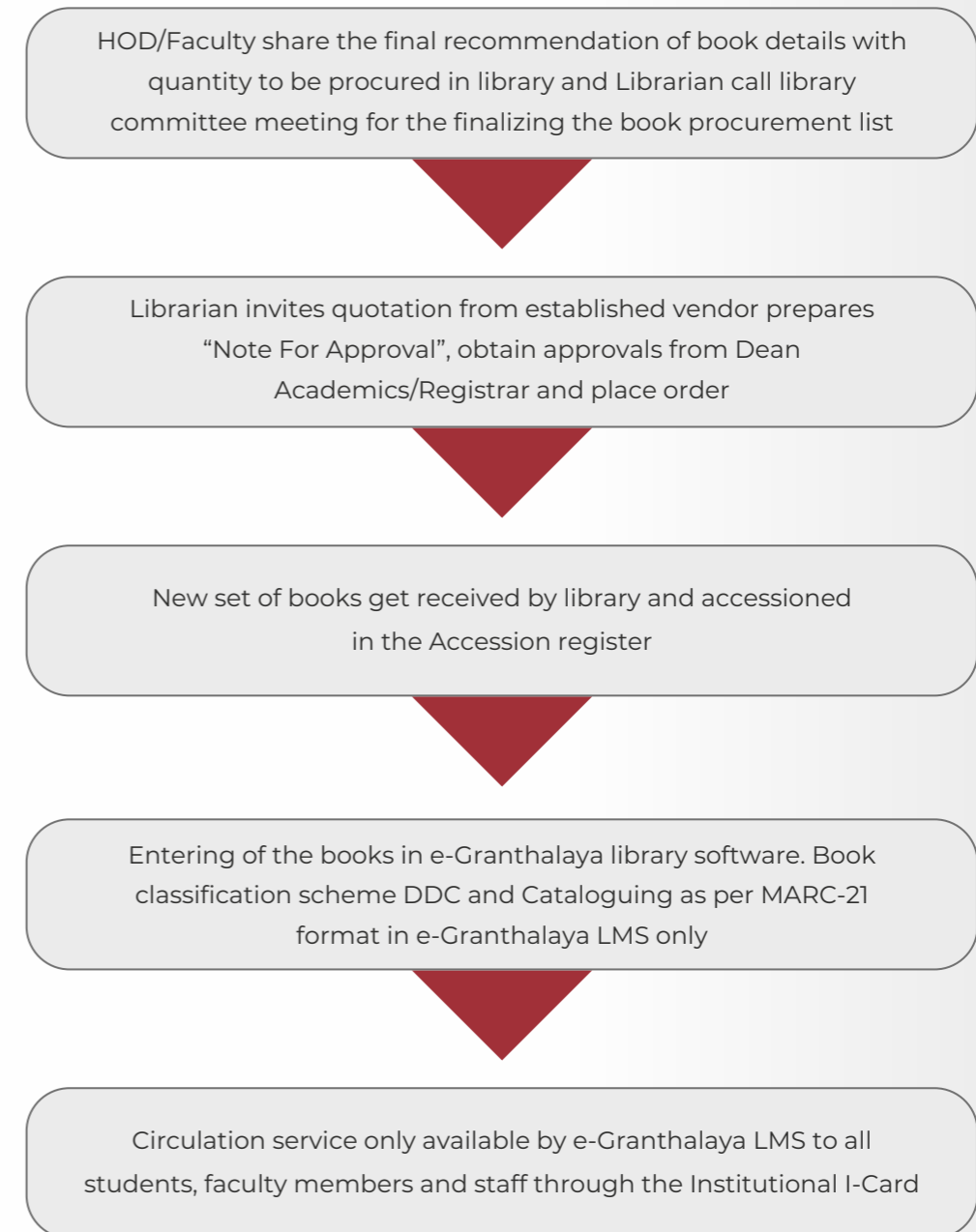
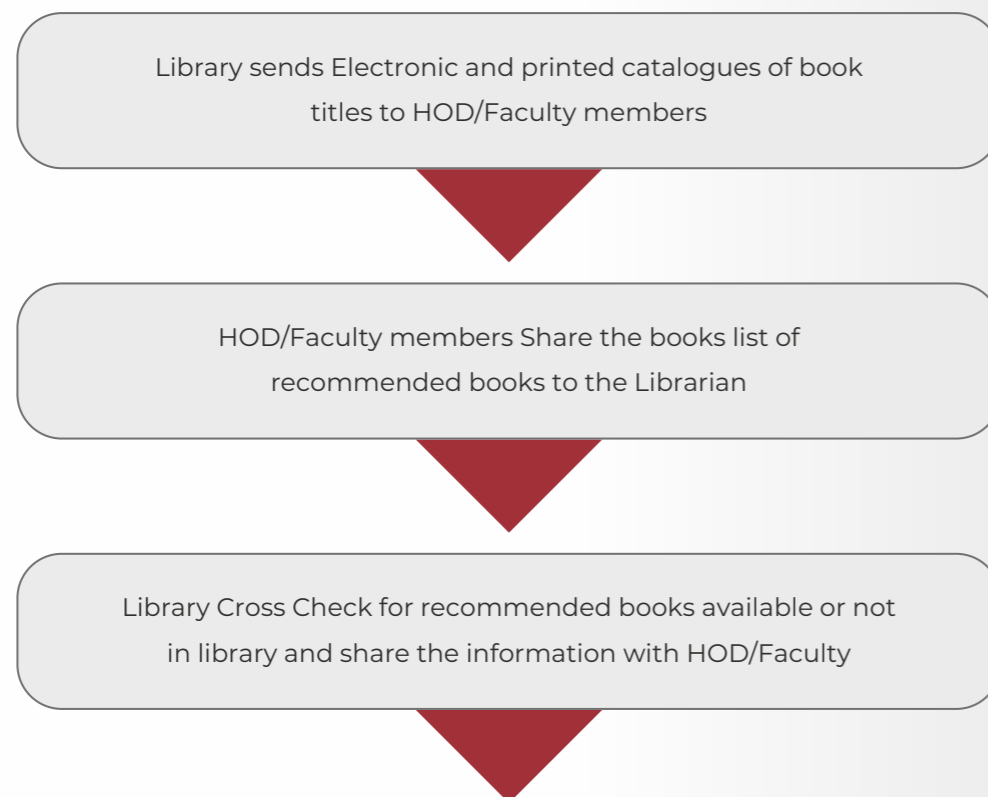


The committee shall be reconstituted once every two years. The Vice chancellor of the university can recommend a replacement for a member who withdraws from the LC. No member shall serve the Committee for more than two consecutive terms. For the sake of continuation one-third of members from the previous committee need to continue. The minutes of the meeting shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

Book Procurement, Accessioning and Circulation

Material requisition can be made through e-mail or entered into a spreadsheet. After ensuring that required material is not already available in Central Library, such recommendations will be discussed in a Library committee meeting called from time to time depending upon requirements. Recommendations of the committee will be sent to the Vice Chancellor for approval. Librarian will be free to place the order with any regular vendor already supplying the books to Central Library. Librarian will process the bill for payment after ensuring the safe receipt of books in good condition from vendor and after entering the same into Central Library accession register. Accounts Section will make the payments based upon attachment of approval papers and bills. Account section or auditor can counter check with Central Library if any discrepancy is observed in bill.

The following process is being followed:



Weeding Out Policy

Weeding is the process of withdrawing documents from the shelves for transferring them to storage or discarding them permanently. It is an important activity for the following reasons:

- To allow space for new materials
- To ensure easier access to collections

Old / Mutilated /Unwanted books: Mutilated unwanted and obsolete books, not having any requirement further and ten years old may be weeded out. All periodicals (excluding technical journals) of ten years old may also be weeded out.

The Central Library follows the following criteria for weeding:

- Physical condition
- Duplication
- Older outdated editions
- Poor content
- Language
- Suitability of the subject

Relegation: Using the above criteria for weeding, Librarian shall first identify and prepare a list of such titles annually and put up the list before the Library Committee. The Library Committee then shall recommend any of the following:

- Titles/Items to be weeded out immediately and disposed off.
- Titles/Items on which opinions to be taken first from Area or Faculty members and then weeding them out based on recommendations.
- Leave a note inside on certain Titles and Items for users to react or else withdraw them from circulation and relegate them to secondary storage. Wait for a year, if there are no adverse reactions to dispose them off.

Digital Library Rules

1. You do not have to damage any computer in the digital library, if you do, strict action can be taken against you.
2. It is strictly forbidden to sit with a laptop in the digital library
3. Only one student will sit on one computer. Sitting in a group is strictly prohibited.
4. Sitting in the digital library after maintaining discipline / unnecessarily sitting in the digital library is prohibited
5. Changing the settings and display of the Computers kept in the Digital Library is not permitted.
6. Please handle computer, hardware, software and its accessories carefully.
7. Online Chatting in the Digital Library is not allowed.
8. Browsing of dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
9. Playing games on computers is strictly prohibited in the entire Library premises.
10. In case of any computer operational or access problem, report to the Librarian.

Library and Information Services and Facilities:

Circulation: The circulation section is the nerve center of the library. It provides an opportunity for the library staff to come in direct contact with readers. It is the performance and attitude of the circulation section that largely makes or mars the reputation of the library. The circulation section is responsible for the following items of the work:

- i. Registration of readers
- ii. Issuing and return of books and other reading materials
- iii. Sending reminders for overdue books
- iv. Realization of overdue charges and maintaining the account
- v. Reservation of Books
- vi. Maintaining the circulation statistics. As the reputation of a library depends to a large extent on the work of the circulation staff, they should be carefully selected and trained.

Reference Service: The Reference Desk is located inside the entrance gate of the Library. Queries related to the availability of books, e-resources, and services, Fine collection & Bar-coded Library membership are handled by the dedicated library staff.

Reprographic Services: Photocopying machines were outsourced and located beside the library to cater to the photocopying needs of the Institute as well as academic fair use purpose.

Interlibrary Loan Service: Books and research articles that are not available in the Library can be procured on Loan from other Libraries Faculty, staff, and students can request articles and book chapters for their academic use purpose. It is the responsibility of the users to observe diligently the copyright rules on materials obtained from other libraries.

Document Supply Service: Document Supply Service is one of the services provided by the library to obtain resources that are not owned by Central Library. MU Central library has a partnership agreement for resource sharing collaboration with Developing Library Network (DELNET), New Delhi. More than 9900 libraries are members of the DELNET shares resources among member libraries including IITs, IIMs, NITs, Central Universities and, institute of national repute.

Research Support Service: Research support service has become one of the significant services of Central library in the context of e-research, information literacy for students Faculty and staff to enhance their research skills. Library provides user awareness for referencing, citation, academic ethics and, plagiarism through research training and providing credible sources of information to its users for research and academia.

CAS/SDI Services: Library provides this service to keep the users updated on current awareness, news alerts, and the latest acquisition added in the library collection. Library prepares daily and monthly basis news and conference alerts and circulates different newsletters under SDI service.

User Education: User education is mainly concerned with providing guidance and instructions to the readers in the proper use of library collections and services individually or collectively. The user education program should aim to make all users aware of the information resources available in the library and enable users to enjoy the search for information. The following activities: vide identify user groups their needs and choice of information reader must consider appropriate method and medium of instructions. The user education program depends upon the following course contents: Plan of different sections of the library; library hours; rules and regulations of the library like home lending of books; duration of different book bank schemes; reference service; reading room facilities; photocopying; bibliographic services; computer assisted facilities like browsing of Internet, search engines, searching of e-books and e- journals, subject gateways, free and open source digital material available on the net and their search for use under digital library system. Every library shall have user education service to provide better services to the readers.

With an advent of information age, the need for training the users in the retrieval of information for bibliographical database, OPAC etc. This will increase the academic performance of students and staff enables them to use of libraries independently in any institution.

Floor Guide

Organization of resources and physical collection plays a very important role in ensuring the optimum use of the books, and journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories: The ground floor is staked and kept the majority of the collection and resources of the library. The seating arrangement is provided near the subject-wise shelves to facilitate ease of search and subsequent use of books. Besides the stacks, separate reading tables are available for reading in the library.

Newspaper/Magazine Display Area Periodical Display Racks

New Arrivals Display Racks

In the First floor Reference Book Collection (consisting of books in high demand, Encyclopedias, Dictionaries, Manuals, Project Reports and Thesis) and

E-Resources Access Terminals (The Library has subscribed to the online database for journals and e-books which users can access these resources from dedicated terminals available in libraries). These resources are user-based authentication accessed through externally.

