Library Manual

Internal Quality Assurance Cell

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Vision and Mission

The mission of 'Library System' is to provide comprehensive resources and services in support of the research, teaching, and learning needs of the user community. To fulfill this mission, the library commits to:

- Build collections and create tools to support research and learning;
- Maximize access to and promote the use of internal as well as external information resources;
- Ensure the preservation and long-lasting availability of Library resources;
- Create attractive and comfortable physical and virtual environments for study, and research;
- Collaborate with faculty and researchers to enrich the collection services.

The Library System ensures that its collections remain forward-looking, diverse in breadth and form, open to browsing, and of world-renowned quality.

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1. Introduction

In an educational Institution, Library stands as the confluence of knowledge, centre of excellence and hub of wisdom. The Library of Rama Devi Women's College was initially started in 1964. After the College was upgraded to the University, on 31st May 2015, the Library became Rama Devi Women's University Library accordingly. However, it was renamed as a Kuntala Kumari Library, a noted women literary personality in Odisha in February, 2021. The present Library is housed in a three stored separate building. It has a collection of 52000 books, and is subscribing to 50 Indian journals, 11 newspapers and 24 magazines. In 2004, the Library started modernizing by automation with LAN connection. The books available in the Library have been bar coded RFID tagged to facilitate easy and faster Circulation. In order to facilitate visually impaired students, the Rama Devi Women's University has opened up a special reading corner named after Smt. Binodini Mohapatra reading corner which is equipped with accessible study materials and screen reader Software like Kurzweil and JAWS.

Kuntala Kumari Library has been there to suffice the academic needs of many girl students of Odisha in particular and of eastern India in general. This Library does not merely serve the academic and research requirement of the students and research scholars but also fulfils the interest of the faculties. A Library does engage with multifarious activities although they are confined to academic and administrative aspects e.g. resource identification, acquisition or procurement of new materials, classification or arrangement of materials, safe preservation of existing resources, ensuring service to the users, technical processing, integration of information support system, bill processing, budgetary management and so on. Hence, the Library of an educational institution does require a Library manual for carrying out its daily activities in a seamless manner. The central objective of this manual is to provide Library a practical rulebook containing the modus operandi for the acquisition of Library documents and their optimal usage; guidelines/procedures for its smooth operation, extending Library services to the users; and rules and regulations for the arrangement, classification, processing, retrieval and circulation of information along with documents to the users.

1.1 Library Manual

Library manual is a practical rulebook which spells out the functions and procedures of every department of the Library in detail. It is considered as a guideline that Library staff will go through or consult if any issue arises with regard to the functioning and procedures of any task associated with Library. This Library manual has been prepared after having a series of discussion and meetings with concerned stakeholders of the University where the policies, functions and procedures of each department of Library were thoroughly deliberated.

1.2 Role of the Library

Library is the knowledge centre of any educational institution. It does support the teaching, learning and research activities by collecting, managing and circulating the information and resources in accordance with user's requirement. Furthermore, it is equipped with advanced information technology to furnish the users the right information at the right time.

1.3 Organizational Chart
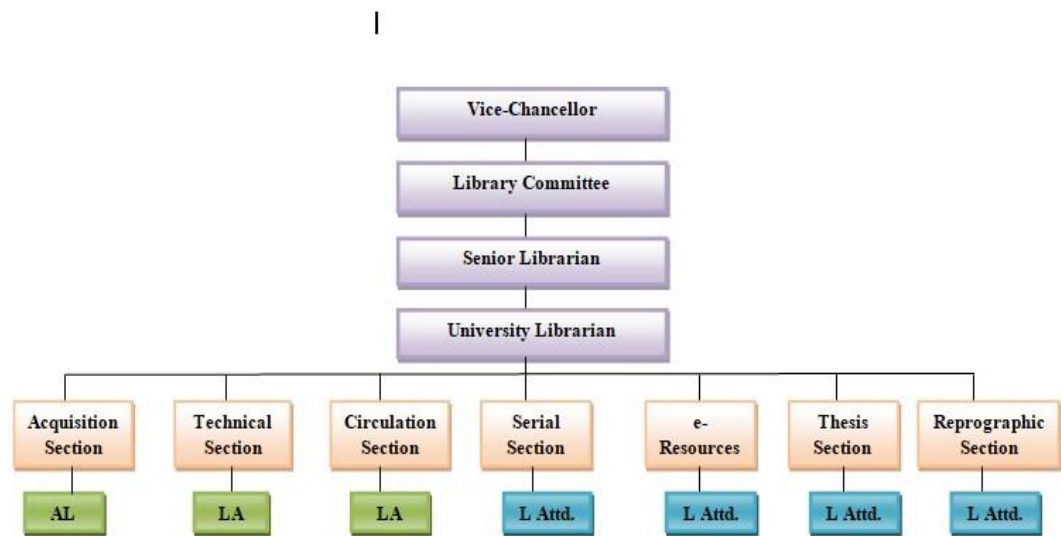
Abbreviations

AL- Assistant Librarian

LA - Library Assistant

LA - Library Attendant

2. Managing the Performance of the Library team

The Central Library is managed by professionally qualified and competent team whose accomplishments are optimized through the following measures:

2.1 Clearly-defined Job Descriptions at all Levels

Each member in the Library team takes responsibilities for successful work completion of the Library. They have a clearly defined job description that facilitates and conforms the Library's and the University Vision and Mission statements.

2.2 General Conduct

Every member of the Library team exhibits the highest level of professional conduct to achieve common goals and forms effective working relationships with staffs of all kinds.

2.3 User Feedback Surveys

Annual feedback surveys are conducted to set goals about development and growth opportunities.

2.4 Library Academic Audit

Every year the University arranges an academic audit by inviting subject experts for the Library to assess the efficiency of the work, effective utilization of budget, whether it satisfies the needs of the readers, appreciates their achievements, and provides suggestions and ideas for improvement. The primary objective of the audit is to determine whether established controls and procedures are adequate and effective to ensure that:

• Library resources are properly recorded and safeguarded

3. Library Committee

Every Library should have its own Library Committee. The Library gets administered by its Committee under the due supervision and control of the University. The Library Committee by engaging with the administration ensures the development of the Library. It acts as a channel for the interaction between Library and its users and also, it facilitates for the dialogue and deliberation amongst Library, academic fraternity and administration of the varsity.

3.1. Composition

The composition of the Library Committee consists of the following members:

Sl. No.	Personnel	Status
1	The Vice Chancellor	Chairman
2	CoF	Member
3	CPGC	Member
4	The Registrar	Member
5	One Senior Professor of RDWU nominated by the Vice Chancellor	PIC,Library
6	One Associate Professor nominated by the Vice Chancellor	Member
7	One Assistant Professor nominated by the Vice Chancellor	Member
8	The Librarian	(I/C)- Convener & Coordinator

The members of the Library Committee except Registrar and Librarian generally should hold the office for a term of one year or as notified by the University from time to time.

3.2. Frequency of the meetings

The Committee shall meet twice in an academic year or as an when need arises.

3.3. Quorum

One third of the total strength of the Committee shall be considered as quorum.

3.4. Duties and Responsibilities

The duties and responsibilities of the Library Committee are enumerated as under:

- To make a supervision over the functioning and administration of the Library
- To make rules and regulations for the use and management of Library and its resources.
- To make recommendation to the concerned authority for allocating funds to various departments for purchasing books and journals, both in soft and hard copies.
- To make an assessment of the requirements of the Library, prepare the budget accordingly and submit the same to the appropriate authority.
- To frame guidelines for the acquisition of books, journals and other related sources, periodic stock verification, distribution of assignments amongst the staffs of Library.
- Maintenance of Library discipline and to encourage for inter Library cooperation.
- To make a review of the working of the Library on an annual basis.
- Make recommendation for the constitution of various sub-committees for the selection of books.
- To frame guidelines for the use of Library services by the students, research scholars and faculties.
- To deliberate on policy matters pertaining to purchase and acquisition of books and journals.
- To make a detailed scrutiny and approval of requisition of books/journals sought by different departments or centres.
- To ensure the proper distribution of Library identity cards (smart cards) to the newly admitted students as early as possible after their admission.
- To evaluate the major developments coming up in the fields of information and technology, networking and Library automation from time to time, and recommend the same for the Library.
- To authorize persons belonging to other institutions on a temporary basis for the use of Library services.
- To prepare an annual report on the functioning, and administrative aspect of the Library and submit the same to the concerned authority.

- Deliberate and scrutinize any matter referred by the authorities of the varsities.

3.5. Meeting Notice

The Librarian ((I/C)- Convener & Coordinator) shall circulate the notice for the purpose of convening the meeting along with a copy of agenda to each member of the Library Committee at least ten days before the commencement of the meeting with the prior permission of the Vice-Chancellor.

3.6. Minutes of the Meeting

The minutes of each meeting shall be noted down by the Librarian and circulated amongst all the members for the deliberation and approval.

3.7. Library Purchasing Committee

Purchase except books, journals, rest everything is done by the centralised Purchase Committee of the University. This Committee shall verify the authenticity and technicality of procurement process, and finalize the price.

4. Library Budget and Finances

The Library budget is the financial allocation to procure documents and provide access to the electronic resources (E-books, E-journals and E-databases). The annual budget of the Library has the following components like books, periodicals (subscriptions and renewals) and procurement of online resources, procurement of furniture, equipment and other maintenance expenses. The budget includes funds for contingency expenses for binding and to procure stationery requirements needed to process and maintain the books/ journals.

4.1 Sources of Finance for Library

The sources of finance for the Library can be viewed under two categories, viz. (a) Primary sources and (b) Secondary Sources.

(a) The primary sources of income in a Library are as follows:

- University Budget
- Programme-specific grants

(b) The secondary sources of income in a Library are as follows:

- Library fees
- Overdue charges
- Reprographic service fees

4.2 Budgetary procedures
- Review the current budget
- Budget preparation
- Submission and approval

- Implementation

Note: Budget heads change from time to time and the annual total budget increases with an annual increment of 10 to 15%.

5. Procurement of Learning Resources

Procurement of learning resources is one of the essential tasks of a Library. The Library makes rigorous effort for the augmentation of its resources, and tries to make the resources available to the concerned users. The procurement of resources involves huge cost, any slight mismanagement in this process will have serious repercussion for the future.

5.1. Library Different from Book Stores

Unlike the book stores, the Library promotes its users for the enjoyment of the services without charging any fees. The central objective of the Library is service oriented. The Library may purchase books and journals directly from the publishers or from the reputed vendors on certain terms and conditions. In this regard, notice shall be issued for inviting tenders. The tenders will not be asked to purchase every single book or journal. Rather, the Tenders will be requested from the empanelled suppliers to procure a large volume of books and journals at a fixed discount rate.

5.2. Flat Discount Rate

The discount rate shall be fixed by the Library Committee in each year or once in two years at the time of inviting tenders for the procurement of resources. A contract shall be signed with the selected vendor who will be assigned to provide the books and journals. The contract may be renewed after a year on the basis of the satisfaction of the service.

5.3. Procedure for Purchasing Books

There are various procedures which is need to be duly followed in the process of procurement of books.

5.3.1. Book Selection Tools

There are numerous methods available for the selection of books. Such as, latest publishers' catalogue, online catalogue, book exhibition and so on. Especially, the Library shall arrange the book exhibition by inviting the representatives of reputed publishers, or empanelled suppliers. The Librarian may extend his/her cooperation by ensuring a space, basic furniture and indent form for the smooth conduct of the exhibition. Apart from this, the Library should adhere to certain criteria in the selection of books. Those may be, 40% text books and 60% reference books should be purchased a ratio of books written by Indian authors as well as foreign authors should be maintained and an attention has to be paid to the latest edition while procuring the books.

5.3.2. Book Procurement Process Work Flowchart

The flowchart indicating the book procurement process shown below
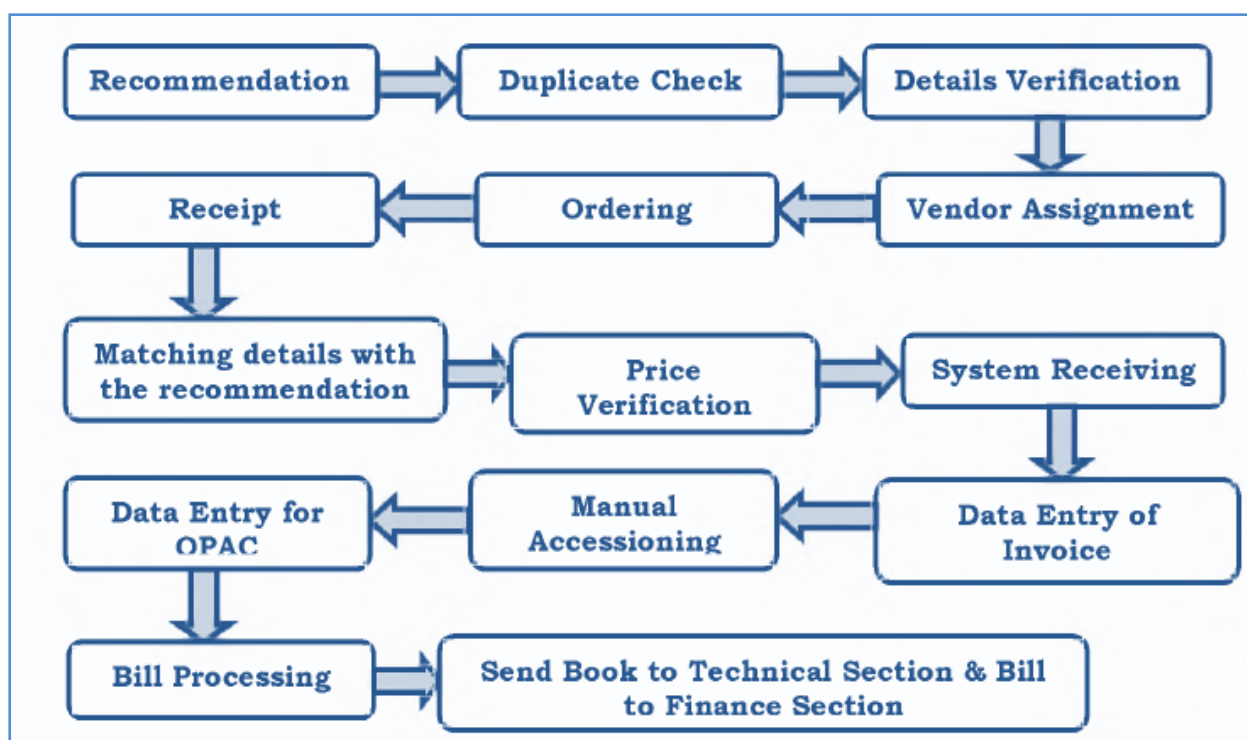
5.3.3. Recommendation

The research scholars and faculties of the University are entitled to recommend high quality text books as well as reference books for the Library. The recommendation should be made in a prescribed format and forwarded through concerned Head of the Departments.

5.3.4. Check for Duplication

The staffs of the Library should check the list of books in the catalogue for the purpose of duplication. As per the recommendation of the research scholars and faculties, the Library goes on to procure multiple copies of merely those books which are high in demand and it should be stressed that not more than four copies of any book are purchased.

5.3.5. Indent Verification

The indents of all the faculties will be verified by the Librarian. The final list of books will then be submitted to the Library Committee for its scrutiny and approval.

5.3.6. Ordering

Once, the final list of books gets approved by the Library Committee, funds are sanctioned by Comptroller of Finance for procurement. Subsequently, the purchase order shall be issued by the Registrar to the concerned supplier.

5.3.7. Supplier Panel

The Library Committee forms a supplier panel consisting of at least ten vendors by taking into account certain factors like response of the suppliers to the queries and concerns, the speed of delivery, adherence to the terms and conditions and etc. The panel of vendors will be reviewed biannually on the basis of their performance.

5.3.8. Discount

The Library Committee will have a detailed discussion with the vendors to get at least 25% or more discounts on the printed price of the publishers. It will insist upon getting a fair discount on all other books in English, Hindi and regional languages. However, the vendor may not offer discount on the items of government or any institution's publication in which the discount is not feasible.

5.3.9. Supply Deadline

The supplier needs to deliver the titles of Indian publication within 60/30 days, and titles of foreign publication within 90/60 days of the dates as mentioned in the purchase order. However, an additional two weeks may be provided only after verifying the supplier status with the supplier. The delivery of the titles or books after the expiry of the deadlines will be endorsed only after getting the prior permission of the competent authority.

5.3.10. Terms and Conditions for Vendors

- There are certain terms and conditions to which the vendors shall strictly adhere.
- The vendors shall provide discount on all the items as per the agreed norms.
- The vendors shall acknowledge the order within a week after the issue of purchase order.
- If the vendors plan to order any title from the foreign country, the same shall be intimated to the librarian.
- The ISBN number and year of publication against each title shall be mandatorily mentioned in the bill.
- Preferably, the latest edition shall be supplied.
- Hard cover editions shall always be delivered, unless otherwise stated.
- Books having missing pages or damaged books shall be reaccepted by the suppliers while returned by the Library.
- The suppliers need to provide the books within the deadline as specified in the purchase order.
- The order may be treated as cancelled, if the books are not delivered within the deadline, or any issue is not reported within that period.
- The original price and discounted price of each item shall be mentioned in the bill.
- In case of cheating or application of any fraudulent means by the suppliers, the suppliers will be blacklisted by the University, and strict action will be taken.
- In the bill, the PAN Id and Tax Collection/Deduction Account Number (TAN) of the suppliers need to be mentioned; and the bill shall be submitted on the address of the Comprtroller of Finance of Rama Devi Women's University, Vidya vihar, Bhoi Nagar, Bhubaneswar, Odisha, 751022.

- The suppliers shall affix a declaration mentioning the adherence to all terms and conditions as specified in the purchase order at the time of submitting the bill.

5.3.11. Verification of the Price Proof

After the books are accepted by the Library along with a copy of the bill, the original price and discounted price of each item as stated in the bill shall be verified or thoroughly scrutinized by the concerned staff in the acquisition section. The concerned staff will take into account various things like distributor's invoice to the supplier, the original price of the book/item mentioned in the publisher's website, the price mentioned in the book itself in case of some Indian publication and so on while verifying the price.

5.3.12. Steps in case of Non-Supply of Books

The following steps can be taken in case of non-supply of ordered items.
- Supply status will be checked and evaluated
- A fortnight follow-up will be made
- The specified vendor/supplier may be changed, and a fresh purchasing order may be issued for reordering the books and journals.

5.3.13. Faculty Publications

The Library may procure 4 copies of the faculty publications when they are brought into the notice and get approved by Library Committee and Vice-Chancellor.

5.3.14. Gifts

The Library can accept the books offered by major institutions or some individuals after looking into their physical condition.

5.3.15. Maintenance of Records

Following files are strictly maintained in the Library. Those may be,
- Accession Register
- Budget/Finance
- Purchase order
- Bill Register (invoice copies)
- A detailed list and Register of subscribed Journals, Magazines and Newspapers
- Student Register(Issue/Return& Visit)
- Faculty Register (Issue/Return& Visit)
- Records of the minutes of Library Committee meetings and so on.

5.4. Procedures for Purchasing Journals

Journals are highly vital for study and research. The subscription of journals may take following procedures.

5.4.1. Recommendation

The faculties are entitled to recommend a list of Indian as well as foreign journals for the Library. The recommendation needs to be made in a prescribed format, and to be forwarded through concerned Head of the Departments.

5.4.2. Approval

After the list of journals duly recommended by the faculties, the concerned staff of the Library should verify them for checking duplicity. Subsequently, the list of journals will get approved by Library Committee.

5.4.3. Budgetary Requirement

The budgetary requirement needs to be ensured for the subscription as well as renewal of journals.

5.4.4. Process of Renewal

The process of renewal shall commence at least 3 months in advance, that is the month of October, hence, the renewal process can be completed by the end of December or early January, and the subscription of journals can be made available without any interruption. While most of the Indian journals will get subscribed directly from the publishers, but few Indian journals and desired foreign journals can be subscribed from the genuine agents/Vendor.

5.4.5. Ordering

The order for subscription as well as renewal of the journals will be issued by the Registrar of the University. The period of subscription of journals will be mostly from January to December.

5.4.6. Terms and Conditions

There are certain terms and conditions to which the supplier needs to adhere.
- The supplier shall ensure the timely delivery of every issue of the journals.
- The journals shall be supplied to the Register of Rama Devi Women's University.
- The Bill shall be submitted on the address of Comptroller of Finance, Rama Devi Women's University, Bhoi Nagar, Vidya Vihar, Bhubaneswar, 751022.
- The supplier needs to offer the discount or if any relaxation applicable to the Universities/Institutions, wherever it is feasible.
- All sorts of issues relating to subscription and renewal of the journals shall be redressed within a reasonable period of time.
- After the issue of purchase order by the Registrar of the University, if the price of the subscribed journals gets revised by the publisher itself, this thing needs to be brought to the notice of the librarian. Such revised price shall be extended by the University.
- The period of subscription for all journals is one-year that is from January to December. If any supplementary volume of any journal gets published in the middle of the year, shall also be supplied to the University Library.

- The issues of all journals shall be reached to the University Library within a month from the actual date of publication. If there will be any delay in the supply, the supplier should cite the reasons in that respect.
- If the claims regarding the missing issue of any journal raised by the Library, the supplier must quickly pay an attention to it, and ensure the timely delivery.
- If any disagreement and dispute arises between the University Library and the supplier, the decision of the Vice-Chancellor of the University will be deemed as ultimate one.
- In case of violation or disobedience of any principle as agreed upon by the supplier, or application of any fraudulent means by the supplier; the strict action will be taken.

5.4.7. Bill

The bill shall be made on the address of the Registrar of Rama Devi Women's University, Bhoi Nagar, Vidya Vihar, Bhubaneswar, 751022. The supplier/vendor at the time of submitting the bill, needs to affix a copy mentioning the price of each journal.

5.4.8. Payments

The decision is to be made on payment for the subscription and renewal of the journals, in advance or quarterly basis by the concerned authority depending upon the situation. A bill register has to be properly maintained in the Library.

5.4.9. Receipt and Access to Journals

- After receiving an issue, an entry is to be made as per the order.
- A computerized record of the receipts of all the subscribed journals, along with a manual are to be carefully maintained.
- The received issues are required to be stamped, and placed in a separate cell/stack of the Library.

5.4.10. Display of Current Issue

The Library must take steps to ensure the display of current issue of journals and periodicals in respective racks.

5.4.11. Binding of Journals

The binding of journals has to be made within a reasonable price. At the end of a calendar year, all the subscribed journals in print format will undergo a process of binding. The fastened volumes will be provided accession numbers and will be placed in a separate cell/stack for the future reference.

5.4.12. Maintenance of Record

Following things should be maintained as per the record for the future reference.
Subscription as well as renewal order
- Bill register
- Approval copy
- Journal subscription register and so on.

5.5. Procurement of Electronic-Resources

Electronic or E-Resources comprehend Electronic-journals/magazines, digitalization of physical resources, online databases, database for bibliographical purposes, the usage of software tools for research, electronic books, audio cassettes, video cassettes and so on.

5.5.1. Pricing

Since, the price of the electronic resources is very expensive, the decision has to be made meticulously at the time of procurement. The Library may purchase the resources by taking into account certain factors like affordability, accessibility and relevance of the resources for the research and semester courses. It is better for the Library to gofor the annual subscription for the smooth usage of E-resources.

5.5.2. Process for Approval

The acquisition of E-resources does involve huge cost, hence the decision should be made carefully. First and foremost, the needs of the users should be identified, and the resources to be purchased accordingly. Prior to the procurement, the Library must ask for a trial access, and that trial access should be widely shares among Library user for the greater usage. Subsequently, the usage statistics needs to be analysed and a cost benefit calculous is to be made by considering all the relevant facts. Finally, Library Committee is to be convened for approving the procurement of E-resources.

5.5.3. Procedures for Purchasing E-Resources

While procuring books, magazines, journals, a standard procedure is followed, the same would be applied in case of purchasing E-resources.

6. Technical Processing

6.1 Accessioning

- Every document added to the Library collection will have an accession number. This includes all types of documents acquired by the Library through purchase. This is a unique number for that document. These numbers are recorded in a bound register called the Accession register.
- After entering the details of the book in the accession register, the Library stamp must be affixed on the verso of the title page. The details are entered into the database.
- Provide the accession number in the bill and enter the details in the bill register and thereafter forward to finance section.
- The accession number is to be assigned on the title page, a secret page and last page and also against each title of the book in the bill.

6.2 Bill Processing

- Books from suppliers are received.
- Purchase orders are cross-checked.
- Foreign exchange rate verification is done as per Good Office Committee report.

- Price proof verification is made.
- The 'Book received' report and purchase bill in the database are prepared.
- Make the entries in the bill register with an authorized signature
- The bill is sent to the finance section for the payment and one copy of the bill is maintained in the Library.

6.3 Classification

- After accession, the document should be assigned a call number
- The call number decides the place of the document on the shelf
- The call number indicates the class number and the book number
- There are two purposes of classification of documents:
  - I. To help the user to find a document.
  - II. To find out all documents on a given subject together
- Classification Scheme: Dewey Decimal Classification is used for book classification.

6.4 Cataloguing

The document bearing the call number is passed on to the cataloguer. The Library catalogue must act as a medium between the author and the reader, endeavoring to estimate the intention of the one and the need of the other. The cataloguer should understand the physical or bibliographical make-up of the document and should be familiar with every detail of the author's and the publisher's art. Before cataloguing, a cataloguer should read the document technically, i.e. examining those parts that are auxiliary to the real text. This technical knowledge makes it possible for the cataloguer to read rapidly, but adequately, the large number of documents which daily come to his/her desk

Bibliographic details of each book are entered into cataloguing module of the Library Software according to AACR2 Standards.

For complete bibliographical details, the different parts of the books mentioned below can be scanned:

- Cover Title: Printed on the original cover of the document.
- Sub-Title: Secondary or explanatory title following the main title.
- Running Title: Repeated at the top of the page throughout the document.
- Alternate Title: A subtitle introduced by or its equivalent.
- Changed Title: A title in a later edition or reprint of the document, which differs from the title given when the document was originally printed.
- Binder's Title: Lettered by the binder on the Cover/spine of the document.
- Half Title: A brief title without author's name
- Series Title : The title of the series.
- Author: A person or a corporate body or an institution responsible for its existence.
- Editor: A person who collects and puts together the writing of several authors.

- Imprint: Place of Publication, Name of the Publisher and Date of Publication
- **Location Codes**: Enter location code against each accession number like Text Book- G, Reference Book- R, Gifted Book-P (Presentation) Thesis - TH, Bound Volume – BV

6.5 Processing Books

- Stamping: The Library stamp is put on the back of the title page, on a secret page and on the last page
- Spine labels, barcodes are pasted on the front page and on the title page, one secret page, and the last page and
- The completely ready-to-use new arrivals are sent to the new additions display or the reference section.

7. Circulation Section

Circulation Section is one of the most vital sections in the Library, as it is the gateway between the users and resources of the Library. This section handles the following tasks like-

- Registration of new members.
- Issue and return of the books.
- Responding the queries of the users for the smooth execution of Library rules and regulations.
- Maintenance and updating the information of all the users.
- Maintenance of circulation schedules of Library Management Software Koha.
- Maintenance of records pertaining to overdue charges and loss of any book by the users.
- Collection of overdue charges, and payment of the same to the finance section of the University.
- Issuing no dues or clearance certificate.
- Provide assistance to the users for accessing the OPAC and catalogue of the Library.
- Generating and maintaining the reports of statistical information relating to the usage of the Library.
- Granting the allowance to the outsiders for using the Library after approval from the competent authority
- Extending inter-Library loan to the users of other Libraries.

7.1. Circulation Timing

Sl. No.	Description	Timing
1	Weekdays (Monday to Saturday)	10:30 a.m. - 04:00 p.m.

7.2. Procedures for Issue and Return

The issue and return of Library resources is the routine work of the library. There must be a proper procedure for smooth operation this task. While issuing the book, a quick attention should be paid to check the condition of the book, date of the issue and due date of the return is needed to be entered in the system. Similarly, when the book will be returned by the users, the concerned staff should check that whether the book is damaged or in proper condition and also due date of the return.

7.3. Membership

All the faculties, students and research scholars of the University are entitled to become the member of the library.

7.4. Borrowing Facilities

The number of books allowed for the users and duration of the borrowing may vary in accordance with various categories of the membership of the library. They are as follows:

Sl.No.	Patron Category	Current Checkouts Allowed	Loan Period	Fine Amount in Rs.	Fine Charging Interval
1	Faculty	10	30 days	Rs. 4.00	1 day
2	Staff	2	14 days	Rs. 4.00	1 day
3	Research Scholar	4	14 days	Rs. 4.00	1 day
4	Post Graduate Students	4	14 days	Rs. 4.00	1 day
5	Under Graduate	2	14 days	Rs. 4.00	1 day

Borrowed books must be returned within / on due date.

7.5. Self-Service KIOSK Facility

The introduction of self-service KIOSK facility is a notable step in the way of automation of the Library. The users are provided with RFID enabled identity cards which help them to issue, return or renew the books without taking any assistance of the staffs of the Library.

7.6. Rules for Borrowing

Only, the members of the Library do have the privilege to borrow books from the Library. The members must abide by certain rules while borrowing the books.

- The members need to produce RFID enabled identity cards to borrow books. These identity cards are not transferable.
- While the books are being issued, the users need to thoroughly check the condition of the books, any missing pages or chapters.
- The books in damaged condition shall not be accepted by the Library. The same shall be replaced by the users themselves.
- The book which has been issued shall not be accepted on the same day for the return.

- Loss of the books and identity cards shall be reported to librarian on an immediate basis.
- Books shall be reissued or renewed to users who do not have any default.
- The users will have to pay the overdue charges ,worth of Rs. 4.00per day for failing to return the books within the due course of time.
- The reference book, dissertation, thesis, audio and video cassettes, bound volumes of any periodicals/journals, latest issues of any journal or magazine, loose issues of any journal/periodicals and etc. will not be issued to the users. The users can read them out in Library itself.
- The books which are in huge demand shall be permitted for borrowing for one day.

7.7. Overdue Charges

The books which are returned after the due date are regarded as overdue. A standardized policy has been approved by the Library Committee for the collection of fine. The users have to pay Rs. 4.00 per a day for one book as overdue charges.

7.8. Loss or Damage of Documents

The resources of the Library must be carefully used. In case, the borrowed book is mutilated, damaged or lost then the user has to inform it to the librarian in a prescribed format. The damaged or mutilated book shall be replaced by the user with same or latest edition of that book or the user has to pay a ten times (latest price of book) fine. The user has also to pay the overdue charges. However, the overdue charges will not be levied from the users, from the date of reporting the issue till the book gets replaced by the user. In case, the book cannot get replaced, the user has to pay a hefty fine.

7.9. Theft or Misuse of Resources

The matter involving theft and misappropriation of the resources of the Library will be taken very seriously and immediately reported to the competent authority for the strict action.

7.10. No Dues Certificate

No Dues certificate or Library clearance will be issued by the Library to its users only after the users clearing their respective dues of the Library.

7.11. Visitors Access to Library

The interested faculties, research scholars and students from outside the University can be permitted to use the resources of the Library, provided they produce valid identity card along with appropriate authorization letter from their institution or else, the visitors can take day membership by paying Rs. 150/- as daily Library fee.

7.12. Loss of Library Identity Card

In case, the user lost his/her Library identity card, it has to be reported to the librarian through respective Head of the Department. A requisition form has to be filled and payment of Rs. 100/- to be made in the finance section for obtaining the duplicate Library identity card. The duplicate Library identity card will be issued by the Library within ten working days from the date of the submission of requisition form in this regard.

8. Library Security System

The Library employs a security system to safeguard the Library resources.

8.1 Three-Dimensional RFID Security gate

- The state-of-the-art RFID Library Management System enables easier transactions and perfectly secures all the Library resources.
- The alarm will go off if a user tries to leave the Library without getting a book issued at the counter.

8.2 Closed Circuit Camera System

- Library resources are valuable. Surveillance systems help to prevent theft of a book and common misdemeanants in libraries such as tearing of pages from the books, hiding the books, etc.
- The Library has installed 17 cameras across different floors, stack rooms and study areas for monitoring of activities in the Library.
- The Administration has access to the footage.

8.3 Fire Alarm

- Safety measures are followed in the Library by using a gas and smoke detection based fire alarm system.
- The Library building is fixed with a fire alarm facility in order to minimize the possibility of damage from fire.
- Apart from this many fire extinguishers are also fixed at different section of the Library buildings.
- In the Institution three trained persons are available to handle this.

8.4 Security Staff

- A person is allotted at the entrance of the Library as the security.
- He/she verifies all the documents that are being taken out at the exit point.

9. Library Services

The Library extends a range of services for the promotion and enhancement of the research activities as well as academic excellence of the students, research scholars and faculties of the University. The timing for accessing the Library is from 10.00 am. to 5.00 pm. During this period the Library users can physically access the facilities provided by the Library. Beyond this time the Library users can use the resources of the Library by remotely logging in the assigned user Id and password/credential. The

Library remains open throughout the year except on sundays and all other public holidays and festivals.

9.1. Reference Services

Library specifically has a reference section which possesses a lot of resources like Encyclopaedia, manuals, handbooks, statistical information and year books for the purpose of the reference. Along with this, the reference section has stored some subject specific materials which can also be utilized for reference.

9.2. OPAC

Online Public Access Catalogue (OPAC) has been created for all the existing resources in the Library. The Library catalogue is accessible online at http://172.16.0.114/ which uses KOHA Software for library automation. The OPAC can be accessed at a time from anywhere in the University campus or outside the campus. The usage of OPAC facility enables the users to search and know institutional databases, publisher's databases, E-books, E-journals, and so on.

9.3. Remote Access Facilities

The Library user can use the resources of the Library through remote access facility. This facility has been extended via EBSCO, Science Direct (Elsevier), Ouriginal (Inflibnet), Online Public Access Catalogue (OPAC) and etc.

9.4. Wi-Fi Facility and CCTV System

High speed Wi-Fi internet facility has been extended by the Library for the convenience of the users. For the sake of greater security, CCTV surveillance system has been installed in major points of the Library.

9.5. User Training and Information Literacy Programs

In order to have a greater access to the E-Resources of the Library, use of Anti-plagiarism Software like Ouriginal and use of various advanced tools in research Library does sometimes organize training programs. Besides this, it organizes some e-resource training, awareness programs and webinar for providing information regarding the existing resources of the Library.

9.6. Anti-Plagiarism Software

The Library uses anti-plagiarism software- Ouriginal with a view to assess the authenticity and originality of the work. It undertakes a plagiarism check up of Ph.D. thesis, M.Phil dissertation, projects, paper to be presented in seminar/conference, abstract and so on. The students, research scholars and faculties can submit their writings to the librarian for the plagiarism verification. In addition to this, faculties have been assigned user id and password to check the similarity or plagiarism of their work on their own.

9.7. News Paper Clipping Services

The accumulation of newspaper clippings has been made by the Library on the issues of education, employment, and the things/matters associated with Rama Devi Women's University. The collection of newspaper clippings is made from several newspaper involving regional and national ones.

9.8. Inter Library Loan

The books which are not available in the Kuntala Kumari Library of Rama Devi Women's University can be borrowed from other Libraries.

9.9. Bulletin Board Facility

The Library through bulletin board provides information on latest innovations in technology, employment opportunities and availability of the scholarship for the underprivileged students.

10. Information and Communication Technology Service Division

The Library adopts the latest technology to manage the different forms of information and communication, and promotes increased use by patrons. The Library adopts Information and Communication Technology (ICT) which makes a tremendous impact on the Library's operations, services, users and staffs. The Library is well equipped with all modern facilities to satisfy the information needs of the readers. It houses 52000 volumes of books, subscribing to 50 journals, thesis, back volumes, e-resources and non-book materials. It also provides access to electronic journals through EBSCO & Science Direcet-Elsevier and INFLIBNET (Ouriginal) and other subscribed sources. The Library has been completely automated, well networked with Wi-Fi connectivity and Internet bandwidth of 100 Mbps.

Activities: Maintenance of
- IT infrastructure of the Library
- Library Management Software
- OPAC (Online Public Access Catalogue)
- Library Servers
- Library website
- Access to Electronic Resources

10.1 INFLIBNET (Information and Library Network)

The University Grants Commission (UGC) has set up an autonomous Inter University Centre in 1991 called INFLIBNET. It is involved in modernizing University libraries in India and connects them through a nationwide, high-speed data network. The centre promotes automation of libraries, develops standards, creates union catalogues of serials, thesis, books, monographs and non-book materials provides access to bibliographic information sources creates the database of projects, institutions, specialists, provides training, etc. Almost all academic libraries, especially University libraries are members of INFLIBNET.

10.2 E-ShodhSindhu

MHRD has formed e-ShodhSindhu merging three consortia of initiatives, namely UGC-INFONET digital Library consortium, NLIST and INDEST-AICTE Consortium. The e-ShodhSindhu is executed by INFLIBNET centre and provides current and archival access to more than 15,000 crore and peer-reviewed journals and number of bibliographic, citation and factual databases of different disciplines from a large number of publishers and aggregators to its member institutions including centrally-funded technical institutions, Universities and colleges that are covered under 12(b) and 2(f) sections of the UGC act. The consortium covers all the disciplines such as pure sciences, engineering and technology, social sciences and humanities (including management and languages).

10.3 Shodhganga- Indian ETD Repository of Doctoral Thesis, INFLIBNET Centre

The Library signed an MOU with INFLIBNET for contributing Ph.D. thesis on Shodhganga till date four Ph.D. theses have been uploaded on Shodhganga.

10.4 Radio Frequency of Identification (RFID) Facility

The Library has implemented a Radio Frequency Identification (RFID) system. It is the best-automated Library automation system used worldwide and is an effective way of managing the collections of the Library and providing enhanced services to the users control theft to find misplaced reading materials, sorting, inventory accuracy, stock verification procedures, security control, people counter, Smart Card issuance, Book drop, Self-service KIOSK etc. It is an automatic data capture technology that uses microchips and miniature antennas affixed to documents. RFID plays a vital role in redefining the Library processes to make everyone's job easier, right from the users to the Library staffs.

10.5 Reading Corner for the Visually-Challenged

The Smt. Binodini Mohapatra reading corner was established to provide innovative techniques that continues to have far-reaching effects on the lives of visually challenged and taking them to new heights of independence. The reading corner provides unique computer reading facility for the visually challenged students. The Kuntala Kumari Library aims to provide barrier-free access and independent reading of Library materials to the special 60 Students. The reading corner believes that with proper training and opportunity, visually challenged people can compete on par with their sighted peers. The Kuntala Kumari Library provides enhanced services to the visually challenged users with assistive technologies. The reading corner has six computers loaded with Softwares like Job Access with Speech Software (JAWS), Non-visual Desktop Access (NVDA), Kurzweil Reading Machine Software (Visually Impaired/ Low Vision), Specially, configured Softwares and Hardware devices are accessible for the partially sighted and low vision.

11. Stack Room/Display Area Management

The stack room or display area management plays a vital role in ensuring the optimum utilization of the resources kept in the Library. The Library has a huge collection of materials on all branches of science and technology, business studies, management and communication, literature (language), humanities and social science subjects.

The resources of the Library are stored in following categories:

- General Stack Area for issue book
- Reserved Shelves (the books which are of high demand kept in reserved shelves).
- Reference Section (it comprehends manuals, encyclopedias, dictionaries, yearbooks, statistical reports, high standard text books and others).
- Journals/Magazines Newspapers are kept in Periodicals Section.
- Thesis/Dissertation Section

The documents are to be classified, indexed and stacked on the shelves in such a manner which will help the concerned staff members of the Library to search and deliver the books, journals or any other document to the users on a timely basis. The Library does ensure that the documents which are taken away from the shelves and delivered to the users, are placed back properly on their respective shelves, after their return from the users. The shelves are periodically checked up, if anything found to be misplaced will be immediately reported to the librarian for tracing the document. Necessary efforts will be made to replace the books which are reported as lost or missing by the users.

12. Stock Verification and Procedure of documents withdrawal

Physical verification of the Library stocks has to be carried out to identify the losses, identify misplaced and damaged documents that need repair or the items that cannot be repaired further is to be weeded out from the Library collection. Annual stock verification of the Library is conducted at the end of every academic year. The stock verification has to be carried out by a team of faculty members nominated by the Vice-Chancellor and the Library staffs 0will assist the verification team. After verification, the final report will be submitted to the Vice-Chancellor.

12.1 Stock Verification Process

Rule 194 (page 38) of the General Financial Rules, 2005 states that the Physical verification of Library books is stated as follows:

Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty

thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

12.2 Book Loss

Books are vulnerable to physical handling and environmental conditions. Hence, damage, wear and tear of books by heavy use is a common occurrence in libraries. Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and Library staffs have roles as information manager and facilitator and not just as a custodian. The following guidelines are provided by the Government of India regarding the inevitable loss of Library documents:

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of a value exceeding Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
- Publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action has to be taken to write off the publications by the competent authority.
- If the loss of books is greater than the permissible number, the causes of such loss may be investigated by the competent authority and the remedial measures must be taken.
- There may be no objection to the Librarian/HoD's, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the Library. However, the disposal of such volumes should be made on the recommendations of Library Committee which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

12.3 Procedure for Write-off

- List the documents those are not found during stock verifications.
- Library staffs to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task).
- Prepare pre-final list of the documents not found.
- Compile a final list of missing documents.
- Compare with the list/report of earlier stock verification to identify common entries.
- Compare losses with borrowing/ consulting / photocopying statistics.
- To Send the list of common entries to the Vice-Chancellor along with justification for the   losses (open access, limited staff, inadequate security system, the large number of students visiting the Library, losses within permissible limits, etc.).

- Get approval from the Vice-Chancellor.
- Make necessary entries in the accession register, write-off register and assets register.
- Remove records from databases /update write-off record.
- Close file
- Improve the system with additional precautionary measures.

12.4 Weeding Out

The Library periodically verifies the condition of the books in the cupboards and removes damaged books. The list of books is prepared and submitted to the Library Committee for weeding out unnecessary documents. The weeding out process is done when needed on the recommendations of a Library Committee constituted for this purpose.

12.4.1 Process

The Library staff deputed for weeding out books should scan the publications, section by section, and identify publications that may be considered for weeding out. These publications may be kept separately until the final decision is taken. Subject wise list of such publications must be prepared and should be circulated to all departments HoD's of the University

12.4.2 Disposal

- Send the list of discarded publications to departments that may need the discarded publications for its department Library.
- The remaining books may be exhibited for sale at a minimum price by the Library with due approval from the authority.
- The publications that could not be disposed off using steps mentioned above and unwanted material received free of charge from time to time may be destroyed by pulping through paper mills or disposed off as waste paper following the University procedure for such disposal.

13. Maintenance of Documents
13.1. Introduction

Maintenance of documents is one of the essential tasks of the Library. The resources of the Library should be carefully maintained in order to make them fit for use by the members of the Library as well as librarian. Maintenance of the documents may comprise shelving, cleaning and dusting, preparation and maintenance of location chart, shelf listing; maintenance of catalogues, shelf rectification, shifting and rearrangement, binding and preservation of the documents, removal of unnecessary documents, stock verification and so on. The documents in the Library should be placed in an orderly manner, so that the time of the users and staffs will not be wasted. For the convenience of the users and staffs, the previous and current

documents are kept in separate rooms. Dusting and cleaning of the documents are done meticulously whereby the physical condition of the documents remains fully intact. Besides this, there should be User-Guides for the users to know about the interior parts of the Library in a detailed manner.

13.2. Shelving and Shelf-Rectification

Documents sometimes get misplaced and put up in a place other than the assigned ones. All the necessary efforts should be made to put up the documents in the assigned racks or shelves. There should be a periodical check up to maintain the display or arrangement of documents on the shelves in an orderly manner. This process is designated as shelf-rectification. While inspecting the shelves, if any torn document is to be found that will be immediately despatched for binding. In case of any document gets shifted from one shelf to other one the changes should be reflected in the shelf-listing board/cards.

13.3. Care and Preservation of Documents

There should be a strict instruction for the staffs of the Library for the preservation, maintenance and handling the documents of the Library in an appropriate manner especially in the time of processing, shelving and conveyance. The following necessary steps should be taken.

- The racks or shelves should not be completely packed. If any book cannot slide out of the rack easily with a gentle push, it is to be understood that the rack is entirely packed. A tight and completely packed shelf can rupture the spines of the books and also cause severe damage to the large volumes.
- Large volumes are needed to be kept in horizontal position.
- Dust should not be permitted to gather on the documents. Because, the accumulation of dust can cause a staining on the documents and promote biological and chemical impairment.
- Magnetic documents or discs should not be kept in open rather such things should be placed in a cleaned temperature and humidity controlled room.
- Cleaning as well as wiping must be done consciously and carefully.
- Improper housekeeping, disproportionate moisture, excessive humidity and lack of light may contribute for the growth and promotion of insects which may cause severe damage to the books or documents existed in the Library.
- Some pest control measures should be adopted to save the resources of the Library from various kinds of insects.

13.4. Binding of Documents

Binding of Library documents is made by commercial binders who may be found in local markets. The Library prepares an exhaustive list of books or documents which are to be bound. The Library may in this regard specify the terms and conditions, type of binding and colour of the binding for each book or document. The list of documents as prepared by the Library along with a supply order and gate pass will be

issued to the vendor for the purpose of binding. After bound volumes are received by the Library, staffs may verify them, check the conditions of the binding and ensure that the documents are placed back in the respective racks or shelves.

- Cost up to Rs. 15,000/- directly through any local binder.
- More than Rs. 15,000/- and Rs. 1,00,000 - through the Library Committee calling limited quotation
- More than Rs.1,00,000/- through tender process as applicable.

14. Physical Ambience

Cleanliness

The Library is a central resource department that is the backbone of all academic programmes of the University. Students and faculties spend a considerable time in the Library premises pursuing their research and studies. Hence, the Library has a system in place to monitor and maintain the cleanliness and hygiene of the Library premises by regular sweeping, cleaning and mopping of all floors and washrooms.

Electricity, Water and Ventilation

The Library ensures that the essential facilities like AC room, water purifier/cooler, ventilation are maintained properly and users are not put to any inconvenience.

15. Preventive Measures

Some preventive measures are enumerated as under:

- While providing an access to go through or look at the rare books and some specialized collections, it must be thoroughly supervised.
- The entry and exit to the Library should be strictly monitored.
- The installation of RFID security gate, installation of CCTV cameras in an adequate number on major points of the Library, satisfactory vigilance system in circulation section and near the shelves or racks, provision for timely issuing the identity/membership cards, deployment of sufficient staffs for the sake of monitoring and etc. are some of the notable steps which must be implemented for checking the theft and preventing the misappropriation of resources of the Library.

16. Thesis

At present our Library has theses and dissertations belonging to various fields of study such as Home Science, Economics, Biotechnology, Gender Studies, Commerce, Hindi and Odia etc.

16.1 Digitization of Thesis (To be mentioned that work is undergoing)

- The database of the thesis is accessible on the online catalogue by title, author, supervisor, department, year and keyword.

16.2 Shodhganga / Shodhgangotri

Shodhganga is reservoir of Indian thesis is a digital repository of thesis and dissertations submitted to Indian Universities. It is maintained by INFLIBNET Centre which is an autonomous Inter-University Centre of the University Grants Commission (UGC) of India. The full text of all the documents submitted to Shodhganga is available to read and to download in open access to the academic community worldwide. The Shodhganga repository was created by the University Grants Commission making it mandatory through regulations issued in June 2009 for all Universities to submit soft copies of Ph.D. thesis and M.Phil dissertations to the UGC for hosting on the INFLIBNET.

1. The University uploads its Ph.D. thesis in Shodhganga.
2. The Library gets CDs/DVD/Soft copy (Pdf) from the Controller of Examinations as submitted by scholar/students.
3. Once it gets the CD/DVD/Soft copy (Pdf), the Library uploads the contents on Shodhganga website.

16.3 Guidelines for Submission of Thesis/ Dissertation

Our University has signed a Memorandum of Understanding under Shodhganga project with UGC-INFLIBNET. ShodhGanga is a repository of Indian Electronic Theses and Dissertations. It requires compulsory submission of the thesis online in the Shodhganga repository. The University is in the process of facilitating smooth implementation of this project

1. Authentication Certificate: Scanned copy of duly filled Thesis/Dissertation Authentication Certificate' must be signed by the Supervisor/research scholar that the thesis/dissertation contained in the CD/DVD/ Soft copy (Pdf)is complete in all respect and is same as submitted in print and has been checked for plagiarism.
2. Procedure to be followed in annexed at (Annexure-5)
3. The CD/DVD shall be marked with the details (using permanent marker) such as:Reg No., name, year of submission of the candidate and title of the thesis.
4. In case the candidate is instructed by the University to incorporate the corrections in the thesis while resubmitting the corrected copy CD/DVD should be submitted adhering to the Library.
5. The contents of the Theses and Dissertations are to be verified by the designated Library staff in accordance with the guidelines.
6. After satisfactory verification, the designated Library staff will upload the thesis in ShodhGanga repository (INFLIBNET).

17. Anti-Plagiarism Software

The central objective of having Anti-Plagiarism Software in the Library is to prevent the ethical and legal misconduct in the written work. The usage of Anti-Plagiarism Software ensures that the concerned individual acknowledges and duly respects the

original works of the authors. In this contemporary time, the availability of advanced computer technology and internet has made the things more comfortable to plagiarize the works of others without recognizing their contribution. The Kuntala Kumari Library of Rama Devi Women's University has an access to Anti-Plagiarism Software- Ouriginal from INFLIBNET to check the plagiarism and the art of the unethical practice. The Anti-plagiarism Software- Ouriginal has started to provide the service from the year 2021.

17.1. Procedures for Plagiarism Check-Ups

While submitting the Thesis/Dissertation for Plagiarism check-ups, the research scholars of Rama Devi Women's University have to abide by certain rules as specified by the Library, in **(Annexure No.6).**

- The Research scholars shall submit their Thesis/Dissertation in soft copy that is in pdf format.
- The Thesis/Dissertation comprising all the chapters starting from introduction to conclusions and references/bibliographies shall be kept in a single file.
- The Library may take a one week to provide the report containing the percentage of similarity of the contents.
- In case, the percentage of the similarity of the contents may goes beyond the permissible limit, the research scholars will have to undertake necessary steps under the strict supervision of their supervisors.
- The research scholars need to cite the authors' names and sources within the quotation. And also, uniformity has to be maintained while writing the references or bibliographies.

17.2. Plagiarism Check-ups for Research Scholars and Faculties

For plagiarism verification, the research scholars can fill an application form and that application form needs to be forwarded through concerned supervisor. The document (Thesis/Dissertation) whose similarity will be scrutinized should be submitted in soft copy, especially in pdf file. After the Plagiarism check-up, the Library will deliver the hard copy of the report. In case of faculties, they all have been provided credentials (user Id and Password) to check themselves the plagiarism of their own works. Faculties can also directly approach the Library or send an email for plagiarism verification of their writings.

18. General Rules
- Conduct not conducive to the proper use of the Library is forbidden.
- Noise, disturbance or unruly behavior is forbidden in any part of the Library.
- Smoking, food and drinks are not allowed in the Library.
- Silence shall be observed in the public areas of the Library. Mobile phones, pagers and watch, alarms should be switched off before entering the Library.

- Users of the Library should be decently dressed or should wear uniform.
- Loitering in the Library is prohibited.
- Library materials must not be taken out of the Library unless a Library staff has properly issued them.
- All books and personal belongings must be shown to the staff at the Library exits whenever required to do so.
- No bag, case, umbrella, personal book, CD-ROM/DVD or floppy disk should be brought into the Library. They should be deposited at the property counter at one's own risk.
- Library membership cards are not transferable and must be produced whenever requested by Library staff.
- Library membership cards, when lost, must be reported immediately in person or by telephone/mail to the circulation section. A lost Library card may be replaced by a fee of Rs. 100/- along with an undertaking that the member concerned will be responsible for any book taken on the Library card.
- Mutilation and theft of Library materials are offences punishable by law. Appropriate actions will be taken by the Library against offenders.
- Library books and documents must be treated with honour, so that it is prohibited to underline, write notes or pull out pages there from.
- All dues to the Library must be paid.
- The Library will not be held responsible for the loss of any personal belongings of users.
- The members should inform the Library their new designations, official addresses and addresses of communication as and when they move to new assignments or locations.
- Following consultation, books should be left on the tables for the Library staff to re-shelve them.
- The Library staff has the right to ask users to leave the Library if they are causing a disturbance.
- The Library staff has the right to ask a non-member to leave the Library.

19. Conclusion

Library has been envisaged as the centre of knowledge and excellence in a University. If the Library of a University does have a huge collection of Books, Journals/Magazines/Newspapers/ periodicals and other valuable reports, it may boost the inquisitiveness of the students, research scholars and faculties for acquiring in depth knowledge. The members of the Library by accessing its resources may update themselves about the existing as well as current discourse of knowledge and information. The Library may inspire the confidence of the users by providing timely service. As oxygen is vital for the survival of the human beings, the Library plays similarly a pivotal role in ensuring the sustenance of the academic atmosphere of the University. No University can fledge, flourish and celebrate its success in the absence

of a well organized Library. The Library of Rama Devi Women's University named after Kuntala Kumari Library is well equipped with its resources to suffice the academic interest of the students, research scholars and faculties of this varsity and of others.

20. Annexures

Annexure 1 BOOK/E-BOOK RECOMMENDATION /INDENT FORM

Annexure 2 JOURNAL/ONLINE JOURNAL SUBSCRIPTION/RENEWAL FORM

Annexure 3 BOOK RECOVERY NOTICE

Annexure 4 REQUISITION FORM FOR IDENTITY CARD
(Staff Members/Faculty/Students)

Annexure 5 BOOKS LOST / DAMAGED REPORT FORM

Annexure 6 PROCEDURE TO AVAIL PLAGIARISM SERVICE

Annexure 7 PLAGIARISM VERIFICATION FORM

Annexure 8 LIBRARY FEEDBACK/ SUGGESTION FORM

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar

Bhubaneswar, Odisha-751022,

E-mail-library@rdwu.ac.in   Website- https://rdwu.ac.in

BOOK/E-BOOK RECOMMENDATION /INDENT FORM

(Please use additional forms if necessary)

Department...
Date..................................

Supplier's Name.. Budget /
Grant…………..

Sl. No	Authors	Titles	Year, Edition	Publisher	No. Of Copies	Type of Book (Reference/ Text)	Amount in Rs.	Remarks (Books available in the Library)

Total……………………………………………………………………………

The Library may please purchase the above books recommended by the faculty.

Recommended by (Name)   **Signature of the HOD**
    (Seal)   **(Seal)**

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar

Bhubaneswar, Odisha-751022,

E-mail-library@rdwu.ac.in   Website- https://rdwu.ac.in

JOURNAL/ONLINE JOURNAL SUBSCRIPTION/RENEWAL FORM

(Please use additional forms if necessary)

Department...

Date...

Budget / Grant...

Note: 1. All the entries must be accurate & legible

2. Submit on or before 30th October every year

3. Subscription will be considered depending upon the priority/fund
availability/splapproval

4. Default subscription period is next calendar year

5. Applicable for current subscription only.

Sl. No.	Name of the Journal	ISSN	Publisher	Vol. No. & Iss. No.	Peer Reviewed with Impact Factor	Amount in Rs.

Total…………………………………………………………………………………

The library may subscribe the above mentioned journals recommended by the faculty.

Recommended by (Name)   **Signature of the HOD**
      (Seal)   **(Seal)**

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar

Bhubaneswar, Odisha-751022,

E-mail-library@rdwu.ac.in   **Website- https://rdwu.ac.in**

<u>BOOK RECOVERY NOTICE</u>

This   is   for   your   kind   information   that,   Ms. _____,_____, Class has _____ overdue library books since last_____ days/ months. Instead of several reminders she has not returned overdue documents till date. As per the library rules and regulations, the recovery amount against her is mentioned below.

The library membership facility of the user may be withdrawn temporarily and necessary action may be taken to collect the recovery amount with due intimation to library.

S.No.	Acc. No.	T i t l e	Due on
1.	_____	_____	_____/_____/_____
2.	_____	_____	_____/_____/_____
		Fine-_____(_____Days)	
		Cost-_____	

Recovery against lose of books = Rs._____(___times of the cost)

Fine = Rs._____

Total (As on today) = Rs._____

Assistant Librarian/
I/c (Circulation)

Signature of HoD

PIC,Library

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar

Bhubaneswar, Odisha-751022,

E-mail-library@rdwu.ac.in   Website- https://rdwu.ac.in

REQUISITION FORM FOR IDENTITY CARD (Staff Members/Faculty/Students)

Fill in Capital Letters

1.	**NAME OF THE APPLICANT**	
2.	**COURSE (FOR STUDENTS) / DESIGNATION (FOR STAFFS)**	
3.	**ROLL NO. (FOR STUDENTS) / EMP ID (FOR STAFFS)**	
4.	**SUBJECT (FOR STUDENTS) / DEPARTMENT (FOR STAFFS)**	
5.	**DATE OF ADMISSION / DATE OF JOINING (FOR STAFFS)**	
6.	**BLOOD GROUP**	
7.	**DATE OF BIRTH**	
8.	**MOBILE NO.**	
9.	**E-MAIL ID**	
10.	**REASON**	**New Admission / New Joining /Damage /Missing**
11.	**SIGNATURE OF THE APPLICANT**	

Date:_____/_____/_____

Reason for Request ID Card:

If Card Lost /Card Damage

Date of Request Payment Details:

Amount	Name of the Bank	Challan No.	Receipt No.

LIBRARY USE:

Member Code :_____**Date:**

_____/_____/_____

Receiver's Signature   **Signature of the Librarian**

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar
Bhubaneswar, Odisha-751022,
E-mail-library@rdwu.ac.in   **Website- https://rdwu.ac.in**

BOOKS LOST / DAMAGED REPORT FORM

Date:____/____/_
____

Roll No. / EMP. Code:_____

Name of Student/Staff:_____

Batch/Course/Designation:_____

E-mail:_____Mobile No.: _____

LOST/DAMAGED ITEM INFORMATION:

Accession No.:_____ Call No.:_____Due
Date:_____ Book
Title:_____

Author(s):_____Edition:_____

Pub./Place:_____Year:_____

PLEASE TICK MARK (✔) APPROPRIATE 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 for the replacement cost of the book within 07 days of the date reported.
(   )   I will pay for the cost to rectify damage to the book within 07 days of the date reported.

Signature with date

LIBRARY USE

Library staff may please be tick mark (✔) appropriate option and give details:
(   ) Replacement cost if applicable:
   a. Rs.:_____b. Processing Charge Rs.:_____ Total Rs.:
        _____

(   ) Cost to rectify damage if applicable: Rs._____

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Edition :_____Year:_____

Library Staff Name: _____

(**Chief Librarian)**

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar
Bhubaneswar, Odisha-751022,
E-mail-library@rdwu.ac.in   **Website-** www.rdwuniversity.nic.in

PROCEDURE TO AVAIL PLAGIARISM SERVICE

(Promotion of Academic Integrity and Prevention of Plagiarism in Higher Education

Institutions) UGC Regulations, 23rd July, 2018

Reference: UGC academic integrity regulation 2018 www.ugc.ac.in

1. Kuntala Kumari Library shall use Ouriginal Plagiarism Detection Software (as long as the facility is available) for checking PhD Thesis/ Research papers etc.

2. Thesis/Dissertation should be submitted to the Library by the Supervisor through proper channel and research papers through email: library@rdwu.ac.in and duly filled in hard copy Plagiarism verification form to the Kuntala Kumari Library.

3. Access to a Plagiarism verification Software shall be given to the faculty (as long as the facility is available) and subject to the permission from the Professor-in charge, Library.

4. The Thesis/ Dissertation should be submitted in totality i.e. from first page to the last page including all the content and no part of it should be removed before submitting for Plagiarism verification. Preferably in .pdf file format.

5. Hard copies and Soft copies of Thesis/Dissertation submitted in pen drive/ other storage media for plagiarism verification shall not be accepted.

6. Researcher should collect the prescribed plagiarism verification form from the Library and submit the duly filled in form to the supervisor.

   Exclusion of any content (from the document for plagiarism verification) shall be communicated to the Library by the supervisor through proper channel with proper justification. Such communication may be documented with facts/supporting documents.

7. The Thesis/Dissertation should be submitted at least two weeks before final submission to Kuntala Kumari Library for availing Plagiarism verification report. Library shall not be responsible for any delay caused due to whatsoever reason from the applicant's side.

8. Up to three times researchers can submit the Thesis / Dissertation through proper channel for Plagiarism verification if similarity index in above 10%. Beyond this,

students may submit a written application with proper justification through a proper channel for consideration and further necessary procedure / action.

9. In case the similarity index is above 10%, the applicant should not raise issues concerning it. The researcher shall revise the document in consultation with her research supervisor. The revised Thesis/Dissertation may be resubmitted through proper channel for rechecking.

10. Exclusion feature in Plagiarism Detection Software varies from Software to Software. So some exclusion option may or may not be available in the Softwares used in the Library.

11. The stakeholders shall maintain confidentiality of the document, researcher's login credentials of Plagiarism Detection Software and any associate information.

12. The stakeholders of Plagiarism Detection Software shall not share the login credentials with any third-party.

13. All the verifying researchers/faculty shall mention the name and affiliation of the author either in the document or in the Software tools.

14. Concerned department shall share the softcopy of PhD Thesis (post awarding) to the Kuntala Kumari Library for uploading on Shodhganga Repositary.

15. The Thesis should be sent well in advance to Kuntala Kumari Library for upload. Library shall not be responsible for any delay caused due to whatsoever reason from the Department/CoE side.

16. The policy/formats/forms may be revised from time to time to incorporate the necessary changes.

Encl: Plagiarism Verification Forms

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar
Bhubaneswar, Odisha-751022,
E-mail-library@rdwu.ac.in   Website- www.rdwuniversity.nic.in

No._____   Dt._____

PLAGIARISM VERIFICATION FORM

1. **Name of the Research Scholar……………………………………………………**

2. **PhD. Registration No…………………………… …Date…………………………..**

3. **Department……………………………………Class Roll No…………………….....**

4. **Full Title of the Thesis/Dissertation………………………………………………………………**

   …..

5. **Total Pages (Preliminary Pages, Chapters, Bibliography, Questionnaire, Annexure,**

   Appendix etc.)…………………………………………………………………………

6. **Name of the Supervisor……………………………………………………………**
7. **Name of the Co-Supervisor…………………………………………………………..**

                                                    (Signature of the Research Scholar)

   Forwarded and recommended by:
   Supervisor/Co-Supervisor:

     (Signature with Seal)

Kuntala Kumari Library
Rama Devi Women's University, Vidya Vihar

Bhubaneswar, Odisha-751022,
E-mail-library@rdwu.ac.in   Website- https://rdwu.ac.in

LIBRARY FEEDBACK/ SUGGESTION FORM

Dear Users,

The main objective of the University Library is to cater satisfactorily to the requirements of its users. In order to fulfill the objective, we appreciate your valuable feedback on each of the question items given hereunder

Please tick marks your response against each item:

How frequently do you visit the Library? Daily / Weekly / Twice in a Week/Monthly / Never

Name:_____**Department:**_____

Roll No./Emp.Code:_____**Student/faculty/admin**

Sl. No.	Question	Highly Satisfied	Satisfied	Neutral	Dissatisfied
1	Are the required numbers of titles in your Subject available in the Library?				
2	Are you satisfied with available Journals/magazines?				
3	Are you satisfied with the arrangement of books in the Library shelves?				
4	Are you satisfied with the available reading space in the Library?				
5	Are the Library Staff cooperativeand helpful?				
6	Are you satisfied with computerLab/Wi-Fi network to access e-resources?				

Suggestions, if any?

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(**Signature**)