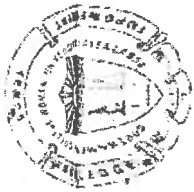


**SoPs for the Library**  
Government College Women University Faisalabad





## DRAFT


### Standard Operating Procedures (SOPs) of GCWUF Library

The purpose of following SOPs is to provide effective and efficient library services to GCWUF community. These SOPs help to maximize the fair use of library resources by faculty, students and administration. They are instrumental for the security of library collections and properties.

These SOPs are applicable to library for the standardization in operations, records, and services. Librarian is responsible for preparing and revising the SOPs for library. Library staff is responsible for the execution of SOPs at their respective duty section.

SOPs on following areas and operations of the library are covered:

1. Definitions
2. Working Hours
3. Acquisitions
4. Collections
5. Processing
6. Services
7. Membership
8. Circulations
9. Fines
10. Library Clearance
11. Rules

  
Misbah Bashir  
Librarian  
GCWUF

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**Definition**

- a. These regulations will be called library regulation of Government College Women University Faisalabad.
- b. "Competent Authority" mean Vice Chancellor of Government College Women University Faisalabad.
- c. "Librarian" means librarian of Government College women University Faisalabad.
- d. "Incharge Library" means Incharge Library of Government College Women University Faisalabad.
- e. "Research Scholar" means a person duly authorized to conduct research at Government College Women University Faisalabad.
- f. "Student" means any person enrolled at Government College Women University Faisalabad.
- g. "Syndicate" means the syndicate of Government College Women University Faisalabad
- h. "Teacher" means Professor, Associate Professor, Assistant Professor, Lecturer and having prescribed qualifications and engaged whole time by the University for teaching students enrolled for certificate, diploma, degree or postgraduate classes and such other reason as many be declare to be the teachers by Government College Women University Faisalabad
- i. "University" means Government College Women University Faisalabad.
- j. "University Library" means Main/ Central Library of the Government College Women University Faisalabad.
- k. "Vice Chancellor" means Vice Chancellor of Government College Women University Faisalabad.

**Working Hours**

1. The University library shall remain open for service to the students and staff from 8:00 am to 6:00 pm.
2. The Library hours of service may be changed after approval of competent authority on the recommendation of Librarian / Incharge library. The librarian/ Incharge Library will notify the library timings.
3. The University library considering the need of evening students will extend the working hours during the active semester calendar. Late sitting hours approved by Competent Authority.

4. The library shall remain closed on Saturdays and Sundays, other gazette holidays and for the annual stock taking period during the summer vacations or prescribed by the library committee

## ACQUISITIONS

**Submission of Lists of Books and Journals:** The Deans/Coordinators of the Faculties and chairperson/ incharges of departments submit their lists of required books and journals to the Librarian. The following information shall be provided about the books to avoid ordering the irrelevant, pirated and outdated books.

- i. Author and/or Editor
- ii. Title
- iii. Edition
- iv. Publisher
- v. Date of Publication
- vi. ISBN
- vii. Cost (if possible)
- viii. Copies

**Selection of Journals:** Such journals shall not be subscribed whose online versions are available. Library staff shall inform Deans/Coordinators of Faculties and chairperson/ incharges of departments every year about the availability of HEC recognized journals on internet or in databases. Library staff shall regularly acquire national journals from other institutions in the exchange of GCWUF publications or as gift/donation of complementary copy for GCWUF library.

### Purchase of Books

Library will adopt following two methods for the purchase of library books and library rates will be strictly followed, issued by Government of Pakistan Capital Administration and Development Division of Library Rates.

1. Selections (Book Fair/Publishers)
2. Purchase through Quotations

### Book Fair Selection:

Library is responsible for arranging a book fair in the premises of GC Women University Faisalabad. All departments will select their relevant books from book stall in the book fair and submit the final list duly signed by the respective chairpersons/ incharges of Departments of books through Koha (library management system)

### Process of Purchase:

Following steps will be taken for the preparing of purchase order

1. **Verification of Books:** The library staff shall verify the bibliographic information of the books. The library staff shall also check the duplication of books in the library.

2. **Call for Quotations:** In case of purchase through quotations the library staff shall call quotations for books from different vendors, publishers, or shops and shall prepare the comparative statement.
3. **Library Purchase Committee:** The Convener of the Library Purchase Committee shall call a meeting of the Committee to review and approve the purchasing of the books.
4. Purchase committee will be arranged pre-purchase meeting with Deans/Coordinators of Faculties and chairperson/ incharges of departments.

**Selection of Vendors:** The Librarian shall present the final lists of selected books from book fair/ comparative statement on quotations of the books in the meeting of purchase Committee. The Committee shall review the lists of books and approve the purchase order for book fair selection. In case of comparative statement, Committee shall review the comparative statement and select the suitable vendors for the purchasing of books.

**Placement of Order:** After approval by the Library Purchase Committee, the secretary of the Purchase committee shall place the order for purchasing the books through supply order to the vendors.

**Inspection of Books:** After receiving the books from the vendors the library staff will enter each book(copies,vol) in stock register for allocation of the Accession No (Barcode in soft form) the books shall be inspected by inspection committee for physical verification against the Supply order.

**Payment to Vendors:** Treasurer Office shall process the bills for payments after submission of bill fulfilling all coddle formalities the library staff.

## COLLECTIONS

**Entry of Books:** Entry of newly purchased and donated books shall be made by library staff in accession registers as soon as possible covering following information:

Accession Number	Date of Arrival
Title	Source
Author	Price
Publisher	Copies

**Entry of Journals:** Entry of purchased, donated and exchanged journals shall be made by library staff in Koha. Title, date, source, and price of the journals shall be mentioned in Koha.

**Entry of Theses:** Entry of theses, project and internship reports shall be maintained in Koha.

**Master Inventory List:** Library staff shall prepare inventory list in MS Excel of all available books, journals, theses, and publications. They shall update inventory lists as soon they receive new books. Librarian shall consolidate all lists and shall come up with a master list of all books. Master inventory list shall be used as an audit tool for the verification of books. However, accession registers and Koha shall also be consulted if amendment required.

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**Arrangement of Books:** Books in the library shall be arranged in accordance with the 23<sup>rd</sup> edition of the Dewey Decimal Classification (DDC) scheme. Library staff shall re-arrange the used books in mid of the day and then before leaving the office in the afternoon.

**Display of Journals:** Current issues of available journals and magazines shall be displayed regularly on the shelves. Some popular magazines shall be placed on tables in the lounges.

**Newspapers:** Current newspapers shall be made available for library users in the morning. Newspapers shall not be delivered to anyone outside the library.

**Grey Literature:** It includes materials like pamphlets, brochures, notes, booklets, and newsletters etc. Grey literature that is published by GCWUF shall be preserved in the library. Grey literature of other institutions shall be distributed among students in university and at hostels.

## PROCESSINGS

**Cataloging:** All books shall be cataloged in Koha software. In addition to basic bibliographic data, following information shall also be provided during the cataloging of books:

Type  
Price  
Source  
Location

Bibliographic information of journals and theses shall also be entered in Koha. However, grey literature shall not be cataloged.

**Classification:** Books shall be classified in accordance with the 23<sup>rd</sup> edition of the DDC scheme. Spine labels on books shall be pasted with DDC number, author mark, accession number, and copy number (if any).

## SERVICES

1. Students consult the reference books (i.e. dictionaries, encyclopedias, directories etc.) only in library.
2. Other books will be issued to them as per circulation policy.
3. Computers with internet access are available for students and teachers.

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4. The Higher Education Commission's (HEC) Digital Library is accessible through the GCWUF website for the students and teachers.
5. Contact librarians for complex and in-depth reference queries.

#### **LIBRARY MEMBERSHIP**

The following persons shall be allowed to use the library resources and facilities.

- A. Members of all the Statutory Bodies of the University.
- B. Members of all the Academic and Administrative units of the University.
- C. Persons holding Special Permission of the Librarian.
- D. All Faculty and Students should be the member of Library.
- E. Visiting Faculty

The above mention (A-C) categories shall be eligible to become member of the library with the permission of the Competent Authority. They have to submit membership fee Rs. 200/- through the treasurer office. The membership fee Rs. 200/- from the faculty should be deduct by Treasurer Office from their 1<sup>st</sup> pay. However the membership fee from the students shall be dedicated by the Treasurer Office along with their 1<sup>st</sup> semester fee at the time of admission.

#### **CIRCULATION AND LOAN PRIVILEGES**

##### **For Students:**

1. One student can borrow 2 books at a time for 14 days.
2. The books can be reissued after 14 days. The books can be reissued maximum for 2 times.
4. The fine on lost and damaged book is 3 times to the original price of the book if book price is less than Rs 300/- then Rs 1000/- may be charged as a fine.
5. Pirated copy of lost or damaged book will not be accepted as replacement.
6. Please make sure that student has returned the books before leaving the circulation desk.

##### **For Faculty and Staff:**

1. A faculty member is authorized to borrow maximum 5 books at a time for 30 days.
2. A faculty member is authorized to borrow again after 30 days by showing the same books to library staff. **It is requested that a faculty member himself/herself visit the library, show the books to staff and get them re-issued for next 30 days.**
3. A faculty member is authorized to borrow same books for maximum 3 times during a session.

Contract Teachers can borrow 2 books at a time for 14 days and books can be reissued after 14 days. The books can be reissued one time.

4. A Staff member is authorized to borrow 2 books at a time for 14 days and books can be reissued after 14 days. The books can be reissued one time
5. The cost of lost or damaged book is 3 times to the price of the book.

#### **LIBRARY CLEARANCE**

1. Department will responsible for get library clearance their students end of every semester before exams.
2. Student must be cleared from library at the time of taking divisional marks certificates (DMC)
3. Faculty members should reissue their books in the end of semester and get clearance at the time of left the job/ retirement

#### **FINES**

1. Overdue fine for students on not returning the books on time is Rs. 10 per day for per book.
2. Fine on lost and damaged book is 3 times to the original price of the book, however if books price is less than Rs 300/- then Rs1000/- will be applicable to both faculty and students.
3. Pirated copy of lost or damaged book will not be accepted as replacement.
4. Library staff is authorized to fine up to Rs. 500 on the violation of any library rules. Following are some examples of the violation of library rules:
  - i. Making noise
  - ii. Discussion with each other
  - iii. Attending phone calls
  - iv. Eating and drinking. However, drinking of water is allowed.
  - v. Damaging any library property. Original cost of the item will be recovered.
  - vi. Throwing or hiding garbage in the library
5. Library staff is also authorized to withdraw privilege of using library in case of repeated violation of rules.
6. Library staff is not supposed to collect library fines in cash from students.
7. Library staff will generate 2 copies of library fine slip from Koha. 1st copy of fine slip will be provided to student and 2nd copy saves in library as fine record. Library staff submits a list of students with fine end of every semester to the Treasurer office. Treasurer office will add fine in students account / receivable amount.  
Treasurer office will receive fine with next new semester fee and give details about paid fines to library staff.
8. Library staff will update the status of library fines as Paid in Koha after submitting library fine slips in the accounts.



9. Library staff will submit semester wise report on paid and unpaid library fines to relevant departments, so that make sure payment of unpaid fine.

## **RULES**

1. The library starts its services for students at 8:00 am
2. Please leave the books after using on the tables and do not put them back in the shelves.
3. Please keep your personal belongings (i.e. bags etc.) in a specified area outside the library. Do not keep valuable items (e.g. jewelry, cash etc.) in your bags. The library will not be responsible for the lost items.
4. Mobile phones, smart phones, laptops and other gadgets are allowed in the library. However, please keep them on silence. When needed, one can go outside library to dial and receive calls.
5. Eating and drinking are prohibited in library.
6. Please use the property of library with great care. Do not make marks or scratch tables, chairs, and computers etc. Avoid unnecessary dragging the library furniture.
7. The library staff is authorized to fine on the violation of any library rules.
8. Each member of library will require getting clearance from library at end of his/her education from the Library.

## **Library Security Refund**

1. Library Security shall be refunded only within one year of final result notification on the provision of clearance certificate from the library otherwise it will be forfeited by the University.
2. Library gets report from Accounts department after submission list of students who applied for library security refund.
3. Treasurer department responsible to share status of open CDRs and student receiving data with the library.
4. Library will contact the students who were not received their CDRs from treasurer department. After 2<sup>nd</sup> notes library will be request to treasurer department for close/cancellation of CDRs.

## **Inventory / Annual Stock Taking**

1. For ensuring the physical presence of the entire informative collection of the library the stock taking is held on yearly basis and at the end to submit a compact/transparent report to the Competent Authority of GCWUF.
2. The library Incharge will make a committee for annual stock taking.
3. The committee will submit a report to Librarian after verifying the library issued and physical resources.

recommendations.

5. After fulfill the observations of the committee and Librarian fill finally submit this report to Voice Chancellor for approval.
6. After approval of the Voice Chancellor, the librarian will write off the record form the registers and on the OPAC as well.

#### Weeding Policy

The Incharge Library shall prepare a list of books (s) and other material of the library, which have been declared outdated, worn-out and for seriously damaged or mutilated and present before the library committee for the recommendations to weed out. The committee will submit their recommendation in writing for weeding out the book (s) in the best interest of library and its services. The Incharge library will submit the case of weeding out library material recommended by the library committee for the final approval of vice chancellor.

#### WRITE OFF LOSSES

1. The competent Authority shall be able to write off any type of losses regarding the books, journals, and other material of the library on the recommendation of the Incharge library.
2. Losses to the extent of 3% per annum of the available stock in an open access library shall be written off by the competent Authority.
3. Losses written off by the competent authority shall be struck off from the stock and the records of the library, including catalogues, and then transferred to the withdrawal register indicating the authority on dead stock register under which the losses were written off register.
4. The permanent irrecoverable loans of mutilated, damaged and worn-out books found to be beyond repairs during the physical verification of library shall also be reported to the competent authority for write-off.
5. The rate regarding the library services and fines etc. may be changed as and when required on the proposal of Incharge Library with the approval of the competent authority and notified by the Treasurer.

