

## **General Procedure of the ANC Library**

**Objective:** Providing a good service to the students and staff

### **1. Selecting Procedure:**

- Selecting of books will be made by lecturers, professors and the Director/ Chief Academic Officer. They are aware of the needs of each programme and books are selected in accordance with each programme.
- Once the books are selected it is the duty of the library to order them in time. This has to be done prior to the start of each semester.
- Lecturers may directly call the library or E-mail, and inform of their needs of books.

### **2. Ordering Procedure**

- We request Pro-forma invoices from book shops and then obtain the approval from the management.
- In the case of few books cash will be paid while in the case of bulk purchases payments will be made by cheques.
- Any locally available books are obtained within a week, If not they are obtained through local agents. Eg. Expographic Book Shop.
- It is the same procedure with periodicals.

### **3. Processing**

- Once the books are acquired they are taken into an inventory i.e with the Author, Title, Publisher, Place of publication, Pagination, Class Number etc.
- Also stamping the date of receipt and other seals. To identify the publication a number is allocated to the publication which is stamped on the title page, description page (overleaf) and page 25.
- Also the Accession Number is written on the book pocket which is pasted on the last page of the book. With the “due date slip” and

the “ Book Card” giving the details of the book is inserted into the pocket, thereby making it ready for issuing.

#### **4. Cataloguing and Classification**

- Each publication is differentiated into Author, Title and subject wise as per “Processing” including all the details printed on cards and arranged in a “Catalogue Cabinet” (is in preparation) and feed into the “Online Catalogue” too.
- Location of the books can be searched either using both the catalogues.
- A class number is given to each book to identify the book according to the subject contents, which also helps in shelving.
- ANC Library uses the “Dewey Decimal Classification” (D.D.C) to classify the books. Few books are labeled as permanent references. They are for ready references, not to be taken out.  
Eg. Dictionaries, Encyclopedias, Maps etc.
- Reference books can be taken out in an emergency for a short period during the course of the day or overnight reference after 4 o’ clock.

#### **5. Dissemination**

- It is a policy adopted, to purchase 5 copies from each prescribed books, one book goes to the reference section four books to the lending section.
- Three (3) copies of each recommended further reading books also will be purchased.

#### **6. Shelving**

- As mentioned earlier D.D.C system is used from 000-900, i.e. subject wise in shelving.
- In the reference section the colour codes identify the books.
- According to the programmes three colour codes (Pink-US programme, Green-UK Programme, Purple- Monash Programme) are used and are pasted on the spines of the reference books to identify each programme.

## **7. Membership Procedure**

- Each student is entitled to borrow two (2) lending books and one (1) reference book. Staff members are issued two Membership cards to borrow two (2) books, but the issue of books varies according to their requirements.
- Lending will be for a period of two weeks and reference either day reference or overnight reference.
- When enrolling a student a copy of the rules and the regulations is given
- Old issues of periodicals are also issued for a period of one week.
- If the books are not returned on or before the due date a fine of Rs.20.00 will be levied on each book per day except on holidays and weekends. A receipt will be issued for such fines.
- “Late Returnees” are informed over the telephone, and a letter of reminder will be sent from this semester. Final step could be to take a deposit of Rs.10,000.00 at the inception failing the other two methods, where the balance could be refunded at the end of the period.
- Student membership cards thus received are kept alphabetically arranged and computerized.
- Any books lost by the students will need to be replaced by the identical book or paying the present cost of the book with the fine.

## **8. Procedure for discarding books.**

- When a book is outdated or damaged beyond repair or defaced, they will be discarded and deleted from the Accession Register giving letter reference.