



SOP
OF
CENTRAL LIBRARY



PREPARED BY

THE INTERNAL QUALITY ASSURANCE
CELL,

SILIGURI INSTITUTE OF TECHNOLOGY

A NAAC ACCREDITATED INSTITUTION

APRIL 24, 2022



**CENTRAL LIBRARY
SILIGURI INSTITUTE OF TECHNOLOGY
HILL CART ROAD, P.O. SUKNA
SILIGURI – 734 009**

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SCOPE

Functioning of the Central Library

RESPONSIBILITY

The Librarian has the primary responsibility of ensuring that this procedure is implemented. All departmental staff members are responsible for implementing and ensuring that this procedure is followed.

ABOUT THE LIBRARY

Siliguri Instituted of Technology, nestled in the lap of Darjeeling Hills, is a premiere institution of the region since in its inception. In tune with the present times, it executes various applied courses engineering science. The Central Library provides books, journals as well e-resources on various topics to suffice the hunger for knowledge, was set up in the 1999 along with the Institute. In today's high-tech learning environment, "The Central Library' as a leaning resource is taking up increasingly more academic space and time in a life of learner. Quality of services and user interaction in the library is reach, vibrant and stimulus as it has a healthy mix of people with varied background. A journey towards the future with a careful coordination and planning is the hallmark of this library confronting the challenge of globalization.

Anthology Of Evolution

September 1999 : Establishment of Central Library : The Central Library was established in the year 1999, 19th September along with the establishment of the institute with its verse collection of knowledge.

February 2005 : Establishment of new building of Central Library : The new building of the Central Library was established in February 2005 to accommodate the vast collection.

March 2007 : Book Exhibition : A three days Book has been organised to provide the students and faculties of the institute about the flavour of new publications.

November 2007 : Automation of library : To modernise the library full automation process has been started in 19th November 2007 by using LIBSYS Software (Lease 5.0).

March 2008 : Online Journal : To cope with challenges derived from globalisation library has been started to subscribe online e-journals the IEEE Explore.

September 2010 : Book Bank : Library has been started to provide the Book Bank facility for the students of all categories.

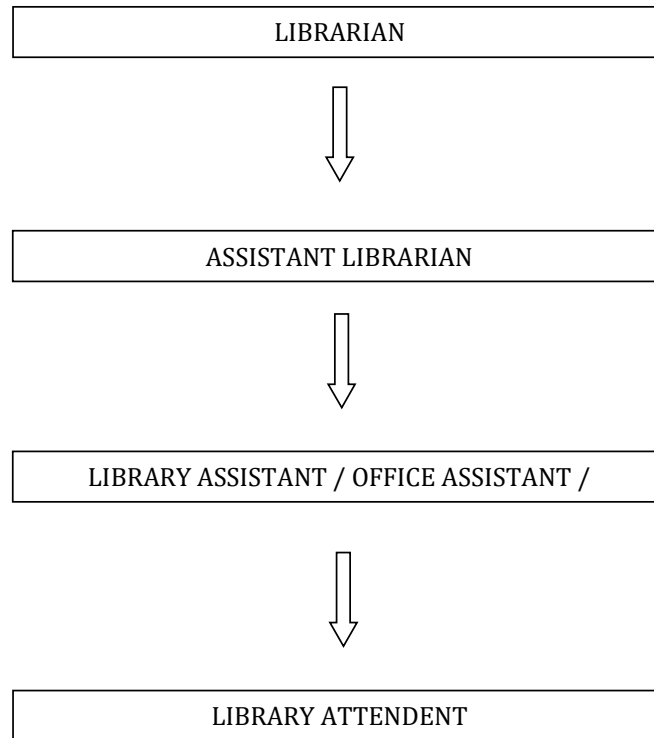
November 2010 : Book Exhibition : A three days Book Exhibition for second time has been organised to provide the students and faculties of the institute about the flavour of new publications.

September 2011 : Book Exhibition : A two days Book Exhibition for third time has been organised to provide the students and faculties of the institute about the flavour of foreign publications.

February 2014 : Book Fair : A two days General & Technical Book Fair for first time has been organised for the students and faculties of the institute and for outside people.

February 2015, February 2016 February 2017 : Book Fair : A three days General & Technical Book Fair has been organised in the three consecutive year for the students and faculties of the institute and for outside people.

ADMINISTRATIVE STRUCTURES OF LIBRARY



LIBRARY OPERATING HOURS

The library will be open on all working days (Monday to Friday) from 10:00 a.m. to 6:30 p.m.

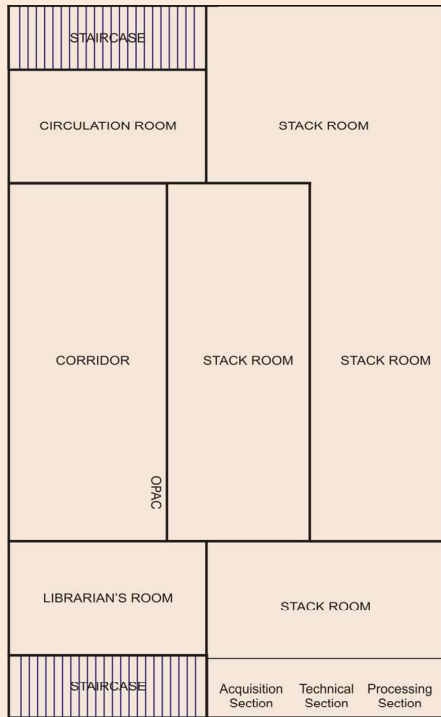
MAINTENANCE OF LIBRARY

The maintenance of Library is done on regular basis by the cleaning staff. The cleanliness is supervised by Estate department of the institution. Any problem in the maintenance of Library is reported to the Supervisor. He reports to the Estate Officer for appropriate measures to be taken to correct the problem.

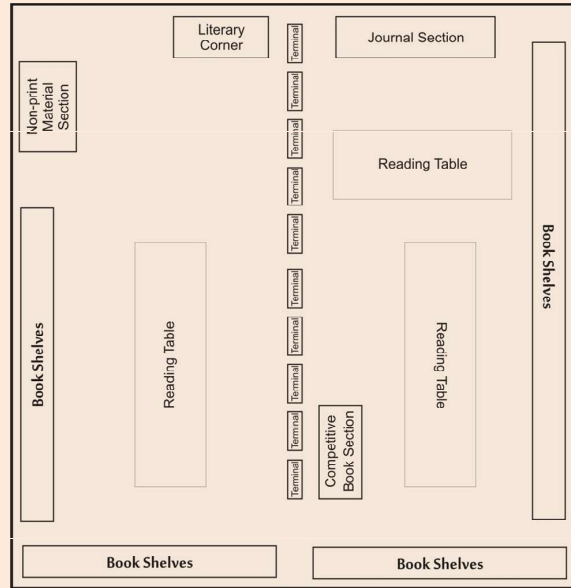
MAINTENANCE OF FIRE EXTINGUISHING EQUIPMENTS AT THE LIBRARY

Fire services and equipment are provided by an External Service Provider (ESP) and the details of the ESP are available at the Project Department.

LIBRARY LAY-OUT



Library Ground Floor



Library 1st Floor

AIMS AND OBJECTIVES OF LIBRARY

1. To facilitate the academic needs of the students and research needs of the teachers.
2. To facilitate to develop deeper understanding about the subjects.
3. Serve as a information hub for entire college.
4. To assist the students for advanced studies in various disciplines.
5. To inspire the patrons to accumulate the information to gather knowledge.
6. To facilitate to possess knowledge about managing govt. department, commercial establishment, business and industry.

BEST PRACTICES

Following points has been considered as the best practices for the central library :

1. New user guide
2. Well framed instruction for the patrons.
3. Easy searching of the document.
4. Guide to reference section
5. Guide to stack room.
6. Availability of OPAC search facility.
7. Image scan and printing on demand.
8. Online journal section
9. OPAC search for non-print materials.

Online search facility for previous question papers, e-books etc.

GENERAL INFRASTRUCTURE

1. Classification Schemes (DDC 23rd ed.)
2. Author Table (C A Cutter alphabetic author table)
3. Sears List of Subject Heading List
4. Magazines display rack
5. Display rack for new arrivals
6. Reading Tables, Chairs
7. Reading room for students, Faculty and Staff Members
8. Iron net covered windows.

ICT INFRASTRUCTURE

1. Software used : LIBSYS (LSEase 5.0), GSDL 2.72, KOHA
2. Total Terminal : Twenty Eight
3. Terminal for OPAC : Five
4. Terminal for circulation : Six
5. Terminal for Digital Library : Ten
6. Terminal for data entry and office work : Two
7. Printer : Two
8. Image Scanner : Two
9. Barcode scanner : Six
10. Operating System : Windows XP & Windows 7, Linux
11. Application Software : MS-Office, Open Office, Acrobat Reader etc.

DIFFERENT SECTIONS OF LIBRARY

Acquisition Section :

Acquisition section is concerned with the functions relating to the acquisition of materials in the library and collection development. The functions of the departments are selection procurement of the document.

Technical Section :

In this department the technical jobs of classification and cataloguing are done and the books are processed for circulation. The objective of this department is to facilitate the use of books by the users by identifying each book and by keeping records of the books for access to the departments. The functions of the department are methodological organisation of books on the shelves.

Processing Section :

After accessioning and assigning the call no. this section paste the barcode and spine label to every book. After completion of processing of books are placed to their location.

Reference section :

Our reference section is rich with valuable collection of books along with different reference tools like Encyclopaedia Britanika, Atlas, Subject Handbooks etc. which are useful to provide all sorts of long-range and short-range reference services.

Lending Section :

Lending section of our library is a closed accessed section. Patron can get their information regarding books from OPAC and collect their books from the circulation counter.

Circulation Section :

We have six circulation counters. Automated circulation process is maintained by LIBSYS software. We have skilled for man-power for circulation process.

Non-print Material Section :

This section deals with non-print material like CD, DVD and Cassettes, which are arranged in a systematic way. User can borrow this non-print material from this section.

Printed Periodical Section :

A separate section is allocated for printed periodicals. This section bears some local purchased magazines.

Digital Library Section :

A separate Digital Library Hub is available inside the reading room. Patrons can access online journals, e-books and e-databases from this section.

PROCESSES OF DIFFERENT SECTIONS

The library has the responsibility to provide the access of extensive range of information resources by carrying out the basic functions of: acquiring, processing, organizing, preserving and dissemination of information within the Mission and Vision of the Institute. The core activities of the library are:

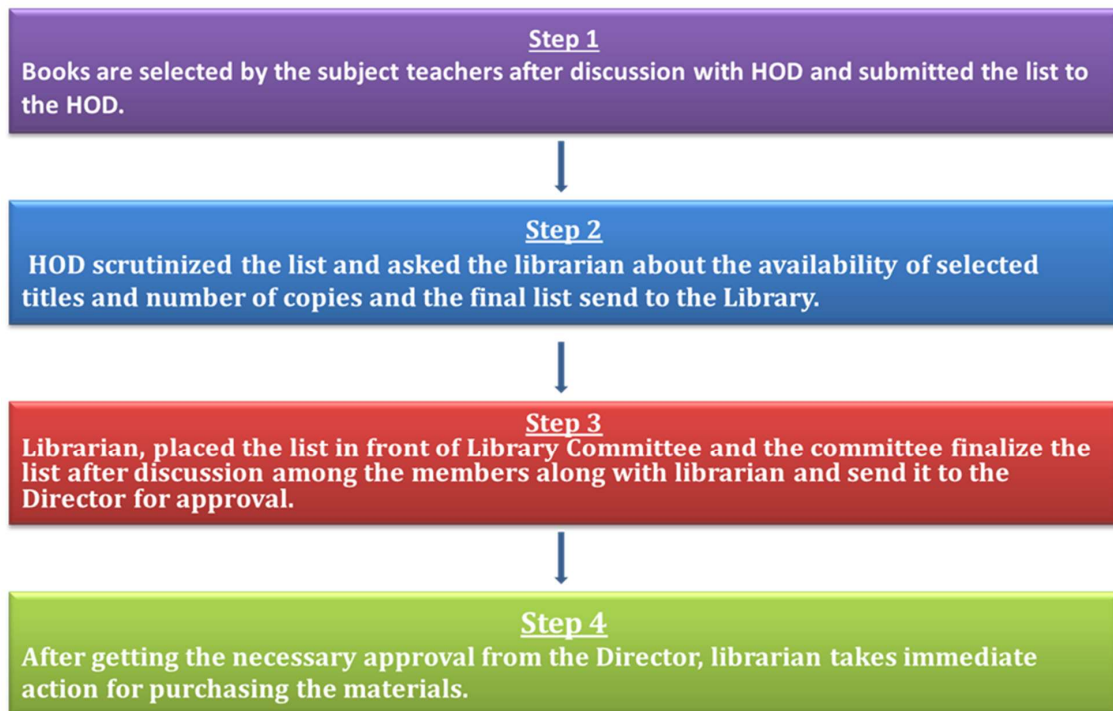
- a. Collection development
- b. Organization of information materials

- c. Management of circulation of information resources
- d. Management of reference services / Section
- e. Registration of new members
- f. Management of Digital Library
- g. Preservation of books

AQUISITION OF BOOKS / E-RESOURCES

Acquisition is a function of collection development. Acquisition refers to the building of library resources mainly through purchases. Hence the process is guided by the procurement policy of purchase department.

PROCUREMENT PROCESS OF BOOKS



In the next step, the overall procurement of the books / e-resources is controlled by the purchase department.

Receiving Purchased Books:

The following procedures are to be followed:

1. Library Staff on duty should receive the delivered books with a Delivery Note or Supplier's Invoice.

2. The delivered consignment is unpacked.
3. Each supplied book is physically checked against defects, poor binding, torn pages and faulty printing.
4. Any book(s) with such defects are immediately returned to the supplier who must replace the copy or copies.
5. Physically verified books are checked for their condition, price and edition and also the invoice details along with the purchase order to ascertain that the books supplied are the ones that were actually ordered.
6. After proper verification, the checked books are transferred to the technical processing section for organising of information materials and bills are submitted to the librarian for further process.

TECHNICAL PROCESSING:

The technical processing section deals the organisation of information materials. The received library books are secured by assigning the ownership or security marks and/or stamps on designated pages of each book. Following are some important steps –

- a. All sides of each book and security pages known in processing section are stamped with the ownership / security stamp.
- b. The Title page of each book must be stamped with the detailed Library stamp.
- c. The “Accessions” stamp is placed on the top left-hand corner of each title page. Accession details are entered in the spaces provided on the stamp, such as the “Acc. No.” and “Acc. Date” and the “Call No.” which will be filled in by the Classifier (Librarian / Asst. Librarian).

Accessioning New Books

Accession is the process of assigning a unique identification serial number on each individual publication acquired in the Library. Even where there are multiple copies of the same title, each copy is allotted a unique identification number. The number is used for audit and stock-control purposes. The numbers are generated manually in a Register. There are two categories of Registers, the Accessions Register for General Books and the

other for 'Book Bank' books. Each book is recorded in the appropriate "Accession Register".

This records the following headings

1. Date of accessioning,
2. Accession Number,
3. Statement of Responsibility,
4. Title,
5. Edition
6. Volume
7. Place of Publication
8. The Publisher,
9. Year of Publication
10. Pagination
11. International Standard Book or Serial Number (ISBN/ISSN),
12. Vendor
13. Order No.
14. Printed Price for that item and its
15. Bill No. and Date
16. Call No.
17. Date of Withdraw
18. 'Remarks'.

Cataloguing and Classification

The classification and cataloguing function of the Bibliographic Services is a critical process that is carried out on all newly acquired library resources. The function enables the easy identification and retrieval of information resources from the library and/or wherever they are kept for use by users. Classification is the process of identifying the subject matter of an item and allocating it a unique identification number, what is called the Call Number or Classification Number. The Call Number determines where the individual items are placed on library shelves which are arranged in numerical sequence according to the classification system in use in the library. Cataloguing is the process of providing a description of the physical item. This is referred to as Descriptive Cataloguing. The process establishes an item's identity through describing it, determining its 'main entry' and selecting 'added entries' that all used to identify. Locate and retrieve an item from library shelves.

Objectives

The following objectives guide the processes and activities in this Library function:

- a. To facilitate easy identification and retrieval of information resources;

- b. To facilitate browsing of information resources on the same subject; and
- c. To bring orderliness of resources on the shelves.

Classifying Books

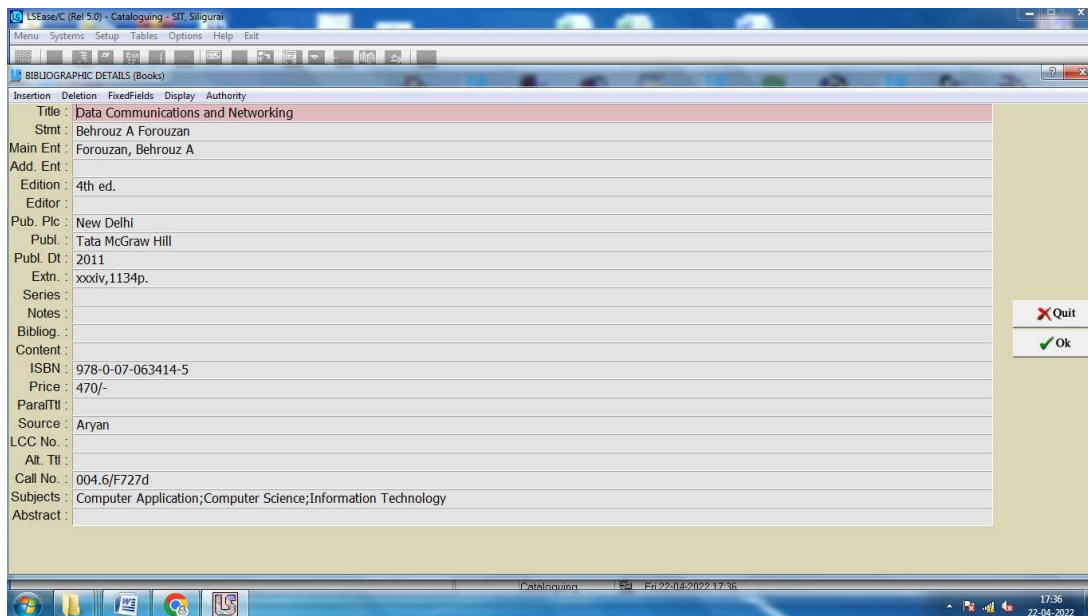
It is good practice that the subject matter of an item must be determined and be identifiable. This allows for useful arrangement of items on the shelves and enhances browsing as items on the same subject would be found together. The SIT Library use the Dewey Decimal Classification (DDC) Scheme to assign subject numbers and unique identification numbers called 'Call Numbers' to items. To avoid scatter of items on the same subject and achieve good order on the shelves, the following procedures should be taken:

- a) Use of DDC classification schedule to identify the class number of the subject manually.
- b) Search and import item record from online catalogues of Library of Congress Catalogue or OCLC by using Z.39 facility application.
- b) Select class number and check against SIT Library shelf list to determine the best class for the subject matter of the item
- c) Also use the "Publication in Data" that is, the bibliographic description provided by the publisher usually found on the back of the title page of the item being processed to assess the given class number of the item.
- d) Write clearly, the class number on the item itself.

Cataloguing Books

- a. Cataloguing provides a description of the physical item in order to identify it. The cataloguing process also enables main entry or access point to be determined as well as added entry points that can all be used to identify an item for retrieval and use.
- b. All fields and sub-fields of the standard bibliographic record of an item must be filled in as shown on Bibliographic Record Structure of the standard software use (LIBSYS / KOHA).
- c. Information available from the item is used to complete the record.

- d. Records can also be imported from online catalogues of other organisations through Z39.50 facility and then edited to produce the library's standard bibliographic record that is relevant to SIT .
- e. The MARC 21 template is also used to create the bibliographic record following standard cataloguing rules such as the Anglo American Cataloguing Rules 2 (AACR2).



Creating Holdings

Items held in the Library are referred to as "holdings". When looking in a library catalogue to see what books are held in a library, one will actually be looking at the catalogue of the library's holdings. It is important that records of the library holdings be created to enable the circulation of items. Thus a holding record should provide accurate information for use at circulation. Information for all fields of the holding record should be entered accurately.

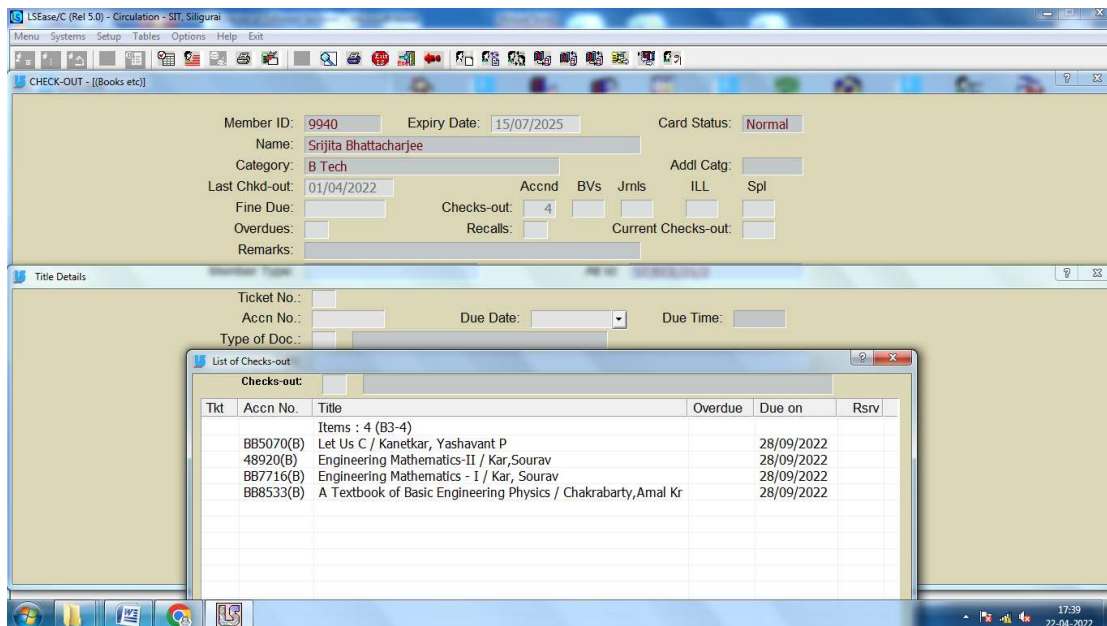
Barcodes

All items in the library, including library patrons, are assigned barcodes that uniquely identifies each one of them. Item barcodes appear on the item itself while those for patrons are placed on their library cards.

MANAGEMENT OF CIRCULATION PROCESS:

The circulation service in the SIT Library and Information Service is automated through LIBSYS / KOHA software. The system allows users to borrow and return books after use. This service is provided at the Circulation Counter. Process details are outlined below:

1. The Library user identifies the information materials from OPAC and notes the bibliographic details.
2. The user moves to the issue counter and submit the requisition slip.
3. The user produces library card to the counter.
4. The Library Assistant matches the identity card with the users account and provides the required books and stamps on the date slip the date the book is due for returning (i.e. charging of books).
5. During discharging of records borrowed books are returned by the patron after they are through with using them. The staff members of the circulation counter controls the process through software.
6. The returned books are removed to a sorting shelf/bay for distribution to respective shelves.



Handling Fines Paid:

Payment of fines is also handled at the circulation Counter. When receiving payment of fines following steps are followed:

- a. The system is checked to ensure that fines accruals are correct.
- b. All cash received is receipted in the in the receipt book and fine register.
- c. The patron is issued with a receipt of amount paid.
- d. The cash is then locked up in the cash box for depositing the Cash at the bank (Institute Account) at designated times.
- e. After depositing the cash at the bank, the deposited receipt will be submitted at the Account Section.

MANAGEMENT OF REFERENCE SECTION:

A reference service is a direct, personal assistance to readers seeking information. The reference process will involve providing library patrons or users with information that relates to the effective identification, retrieval and use of various sources and types of information within and outside the SIT Central Library. Reference queries may be of knowledge based nature or centred on library holdings. In all cases, sound reference techniques are used to try and provided answers to users' queries.

Process Details:

- a. Users placed their queries to Reference Section.
- b. Discussion is conducted to establish what actually the query is about.
- c. Instant queries like guided service (i.e. referral service) are answered immediately while complex queries are noted by reference librarian.
- d. Search for answers involves consulting various sources of information including the e-resources on the internet and provided to the user at the earliest.

REGISTRATION OF NEW MEMBERS:

All the students of the institute become members in the library after their enrolment into the course offered by the institute.

Process Details:

- a. The library collects the photocopy of the admission receipts in A4 paper and two passport or stamped size photographs from the students during the time of orientation program of the students at the institute.
- b. Library collects the full payment receipt of the newly admitted students.
- c. Students mention their name and discipline in capital letter in the photocopy of the receipt for cross verification with the admission section and also for checking for spelling error if any.
- d. Databases for newly admitted patrons are created and automated barcode generated membership cards are provided to the patrons.

The screenshot displays the 'MEMBER RECORD - [Add]' form in the LISEase/C (Rel 5.0) - Circulation - SIT, Siliguri application. The form includes the following fields and controls:

- ID:** 10370
- Name:** [Empty text box]
- Address:** [Multiple empty text boxes]
- Phone(Off):** [Empty text box]
- Phone(Res):** [Empty text box]
- Fax:** [Empty text box]
- E-mail:** [Empty text box]
- 2nd Address:** [Multiple empty text boxes]
- Category:** [Empty dropdown menu]
- Addl Catg:** [Empty dropdown menu]
- Group:** [Empty dropdown menu]
- Alt ID:** [Empty text box]
- Rgsth Date:** [Empty dropdown menu]
- Expiry Date:** [Empty dropdown menu]
- Access Level:** [Empty dropdown menu]
- Remarks:** [Empty text box]
- Manager:** [Empty text box]
- Reminder:**
- Addl ID:** [Empty text box]
- Location:** [Empty text box]
- Type:** [Empty dropdown menu]
- Mobile:** [Empty text box]

On the right side of the form, there is a 'Take Picture' button and a sidebar with the following buttons: Payment Details, Groups, Other Dtls, Categories, Delinquent, List, Quit, and OK.

MANAGEMENT OF DIGITAL LIBRARY:

The library has well equipped digital library section to access the subscribed e-resources like IEEE, Databases of DELNET and resources of World E-book Library etc. Student can also access the CD/DVDs available in this section. Maintenance/ repairing works of the equipments are controlled by Project Departments and Assistant System Administrator,

Equipment / Materials available:

- a. Ten PC Terminals
- b. 215 E-journals
- c. Databases of DELNET
- d. World E-book Library
- e. Resources of NDLI

Access Authentication:

Remote access facility, IP Address based access and User ID / Password based accessibility available. Detail guidelines are available in the notice board of digital library section.

Process Details:

- a. Assistant Librarian digital library section supervises usage of e-resources and offers assistance to the users where necessary.
- b. Each terminal is assigned a number/code and users are directed to one which is free. Student fills the necessary information and their personal details and remarks in the register of the Digital Library Section when they have finished work.

PRESERVATION OF BOOKS:

Preservation of books is required for optimum use of books in future.

Process Details:

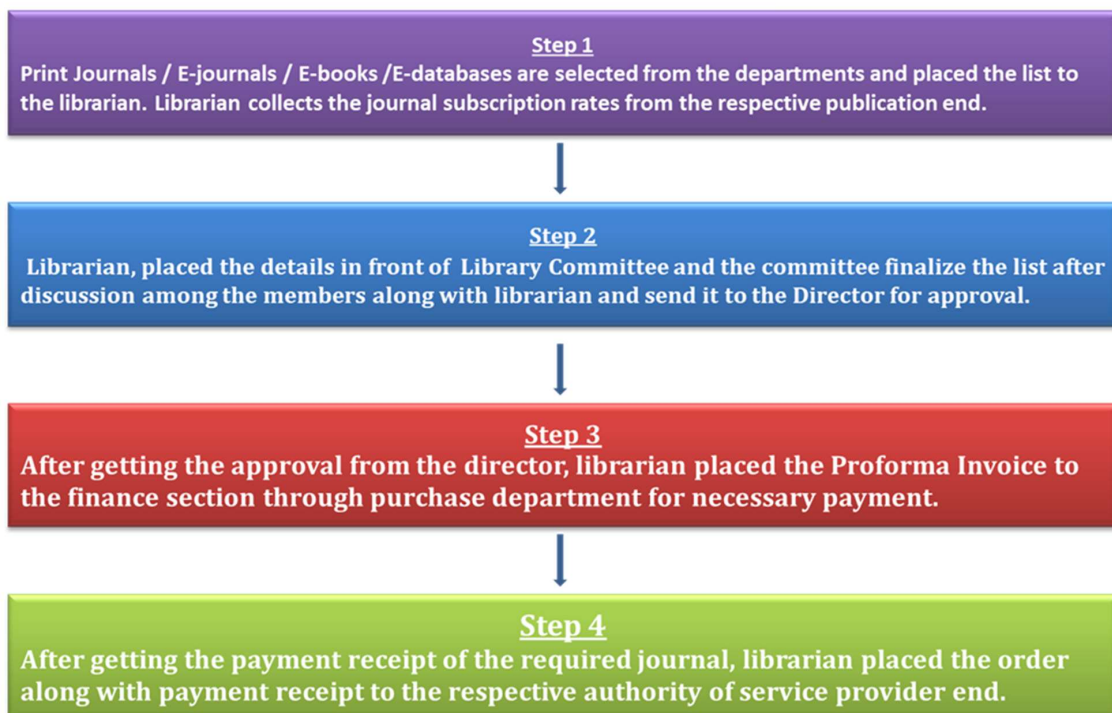
- a. The Library Assistants remove books showing signs of takes to the binding zone.
- b. Details list of binding books mentioning the accession number is prepared through software used and cross verification is done by Assistant Librarian.
- c. Request is made to the Administrator for books to be bound.
- d. After getting the approval Project Department control the further process of binding and handover the bound books to the librarian.

- e. Insecticides spray by following proper method is maintained at regular intervals. This process is maintained by Project Department.

MANAGEMENT OF SERIAL PUBLICATION AND E-DATABASES:

Journals, in both print and electronic formats, are critical to teaching, learning and research process and support the Institute mandate as they provide the most recent information and research data on engineering & technology disciplines. Being serial publications that are published on a continuous basis and require renewal of the subscription license fees on an annual basis, journal subscriptions constitute a recurring expenditure to the Institute budget. The SIT Central Library subscribes different electronic journals like IEEE, DELNET databases, World E-book Library platforms annually directly from the publishers.

PROCUREMENT PROCESS OF PRINT JOURNALS / E-JOURNALS / E-BOOKS



LIBRARY RULES AND REGULATIONS

- 1 Issue of books will be ordinarily commenced from after the 15 minutes from the scheduled time of opening and be stopped half an hour before the scheduled time of closing of the library mentioned by the Institute.
- 2 Library facility is available only for the students, teachers, instructors and staff of the Institute.
- 3 Ex-students are eligible to use the library reference section and reading room.
- 4 Library Card provided to the students within two days from the date of application.
- 5 Loss of Library Card from any student, he or she will to make FIR in the police station and for issuing duplicate card he or she will have to pay Rs. 50/-.
- 6 Use of *Library Cards* except by the bonafide patrons is strictly prohibited.
- 7 *Library Cards* are not transferable.
- 8 Admission to the stack room for the students without permission is strictly prohibited.
- 9 Students will have to show their Library Card for lending of books and also during use of books for reading. Failing of which library facility will not be available.
- 10 Members should have to fill the requisition slip during requisition of books both for reading and lending purpose. They can consult the library catalogue, which is available in the library OPAC.
- 11 Books taken for reference use in the reading room cannot be taken out of the library without the permission of the librarian. If any member is found to do so, he or she may be temporarily / permanently debarred from using the library and additional fine may also be included as a punishment as decided by the Institute.
- 12 Books shall never be left unattended on the table in the reading room. The borrower shall be held responsible for loss, mutilation or damage if any, if a book that might take place while the book stands issued on his account.
- 13 Books of general category are generally issued for 30 days. The librarian may recall books on loan to members at any time. Books of Book Bank Category are issued for the semester.
- 14 At the time of borrowing a book, a member must examine the book carefully to see, if there is any mutilation or defacement in the book. If such defects found the borrower must immediately draw the attention of the librarian and requested him

to note it. Otherwise, at the time of returning of the book the borrower to whom the book was issued last will be held responsible for such.

- 15 After returning the book at the circulation counter it is the responsibility of the borrower to check his/her account through OPAC.
- 16 In case of loss of a book, the member shall be required to replace the current edition of the document. If the book is out of print then reimburse of the price accessioned is possible.
- 17 Loss of pages from any book, the last borrower will be held responsible and have to replace the book with new one of latest edition
- 18 A borrower shall not in any case sub-lend any book-borrowed from the library of the SIT to any other person, or any other institution. Every member of the library shall be responsible for the safe custody of the library book borrowed by him/her for study in the reading room or for use at home.
- 19 A fine of Rs. 5/- per day per book will be charged in case of Day – Issue is not returned.
- 20 A member may register a demand for any book, which is of loan, and such book will be issued to a member according to the priority of registration on demand.
- 21 Member will be able to use only the fully processed books.
- 22 Books kept for reading purpose only will not be issued to any students. Photocopy as per norms may be possible.
- 23 Compact Disks / DVD present within the non-print material section are usable only at the digital library section.
- 24 Silence shall be strictly maintained in the library. Conversation, talking, sleeping, smoking, eating, loitering, ringing of cell-phones, are not allowed within the library.
- 25 Books are normally issued for 30 days. A student failing to return a book within the due date should pay Re. 1/- per day per book basis.
- 26 Library facility is available for the members only. Undesirable or unauthorized persons shall have no access to the library and if found in the library they shall be liable to expulsion from the library. Identity records are to be shown, if demand.
- 27 Admission may be refused to anyone, who has violated the rules and regulations.
- 28 The library rules framed above may altered or amended and new rules may be added to the existing ones by the authority of the institute, and all these rules shall be effective for and binding all categories of users.