

DR. HARISINGH GOUR VISHWAVIDYALAYA

LIBRARY POLICY



**Dr. Harisingh Gour Vishwavidyalaya,
Sagar (M.P.)
(A Central University)**

Minutes of 31st Meeting of Academic Program Committee (APC)

1:31:(16): With the permission of the Chair, Prof. H. Thomas, Director, Research and Development (DoRD) presented the following policy documents for consideration by APC:-

1. Policy on Internal Complaints Committee.
2. Policy on Environment and Sustainable Development.
3. Policy on Academic Audit.
4. Policy on Advance Learners and Slow Learners.
5. Innovations & Start-Up Policy (GISP)
6. University IT Policy.
7. Policy for Maintaining and Utilization Physical, Academic and Support Facilities.
8. Library Policy.
9. Scholarship Policy.
10. HR Policy.
11. E-Governance Policy.
12. Group Health Insurance Policy.
13. In-Campus House/Flat Allotment Policy.
14. TA & DA Policy.
15. Non-Teaching Staff Appraisal Policy.
16. Finance Policy.
17. Code of Conduct and Ethics Policy.
18. NCC Policy.
19. NSS Policy.
20. Health Care Facilities and Sanitation Policy.
21. Outreach Program Policy.
22. Student Cultural Policy.
23. Water Conservation Policy.
24. NEP-2020 Implementation Policy.
25. Sports Policy.
26. Anti Ragging Policy.
27. Rajbhasha Policy.
28. Credit Bank Transfer Policy.
29. Examination Policy.
30. Training and Placement Policy.

Resolution:- The APC after due deliberations resolved to approve the aforesaid policies.

(Action: DoAA, DoRD, CoF, FO, All the Deans of Schools & HoDs)

The Meeting ended with vote of thanks to the Chair.

Satish Kumar
Deputy Registrar
Academic Affairs &
Secretary, APC

H. Thomas
संचालक (अनु. एवं विकास)
Director (R & D)
संयुक्त केंद्रीय विश्वविद्यालय, सागर
Joint Central University, Sagar

VISION OF THE UNIVERSITY

Dr. Harisingh Gour Vishwavidyalaya (A Central University) envisions to be a global center of excellence for the advancement of all good literature, arts, sciences, and technologies; the education, upliftment, and advancement of youth in all manner that may conduce them to be globally competitive, skilled and an asset to the mankind and humanity. It aspires to be a global leader for innovation and quality in teaching and learning, international standing in traditional and strategic research areas, and commitments to outreach, and service to the nation and mankind. It welcomes to serve persons of all racial, ethnic, geographic groups, women and men alike, and is committed to maintain the freedom of inquiry and an intellectual environment nurturing the knowledge, human mind, and spirit.

MISSION OF THE UNIVERSITY

The University is committed to the discovery, development, dissemination, and application of knowledge in a wide range of academic and professional fields. Its mission of providing the highest quality of undergraduate, postgraduate and doctoral programs is integrated with new understandings and creativity. This University strives, prepares, and contributes to the development of students by providing a diverse and dynamic learning environment characterized by excellence in teaching. It addresses the emerging requirements and expectations of an increasingly diverse population and the global scenario.


संचालक (अनु. एवं विकास)
Director (R & D)
डॉ. हरिसिंह गौर केन्द्रीय विश्वविद्यालय, सागर
Dr. Gour Central University, Sagar

VISION OF THE UNIVERSITY

Dr. Harisingh Gour Vishwavidyalaya (A Central University) envisions to be a global center of excellence for the advancement of all good literature, arts, sciences, and technologies; the education, upliftment, and advancement of youth in all manner that may conduce them to be globally competitive, skilled and an asset to the mankind and humanity. It aspires to be a global leader for innovation and quality in teaching and learning, international standing in traditional and strategic research areas, and commitments to outreach, and service to the nation and mankind. It welcomes to serve persons of all racial, ethnic, geographic groups, women and men alike, and is committed to maintain the freedom of inquiry and an intellectual environment nurturing the knowledge, human mind, and spirit.

MISSION OF THE UNIVERSITY

The University is committed to the discovery, development, dissemination, and application of knowledge in a wide range of academic and professional fields. Its mission of providing the highest quality of undergraduate, postgraduate and doctoral programs is integrated with new understandings and creativity. This University strives, prepares, and contributes to the development of students by providing a diverse and dynamic learning environment characterized by excellence in teaching. It addresses the emerging requirements and expectations of an increasingly diverse population and the global scenario.

Table of Content

SN	Details	Page Number
i	Preliminary Pages – Cover page, Mission & Vision & content	1-3
1.0.	Introduction	4-5
2.0.	Library Committee	5
2.1.	Duties and Function of Library Committee	5
3.0	Collection Development Policy	6
3.1.	Procurement Policy for Print Resources	6
3.2.	Procurement Policy for Electronic Resources	6
3.3	Procurement Policy for other Resources	7
4.0.	Membership/MoU Policy	7
5.0	Academic Integrity Policy	7
5.1.	Policy to check the plagiarism	7
5.2.	Thesis Submission Policy to Shodhganga Portal	7
6.0.	Physical Verification & Weeding Out Policy	8
7.0.	Library Usage Policy	8-9
8.0.	Loss/ Damage Policy for Academic Resources	9
9.0.	Policy for Divyangjan	9
10.0.	Policy for Reprographic Facility	10
11.0.	Policy for Institutional Academic Repository	10
12.0.	Policy for Participation in Government Project	10
13.0	Do's and Don'ts	10-11

1.0. INTRODUCTION

The Jawaharlal Nehru Library (JLN Library) of the Dr. Harisingh Gour Vishwavidyalaya, Sagar (DHSGSU) located at the Centre of the University Teaching Department, is the academic information centre of the University.

On the occasion of the University Commission's tour of Saugor, Sir Radhakrishnan observed the following in connection with the site there, "This seat of the University with its situation amidst beautiful natural scenery would have been turned into a beauty spot in any other civilized country."

As a central service facility of the university, we are committed to the Mission Statement of the University and maintain professionalism, constant renewal, innovation, striving for excellence and outstanding performance in the knowledge process.

The policy of the University Library as a modern academic information centre is based to fulfill the five Laws of Library Science of Dr. S. R. Ranganathan;

- Books are for Use
- Every Reader His/Her Book
- Every Book Its Reader
- Save the time of Reader
- Library is a growing Organism

The very purpose of the JLN library is to integrate the information support system with the educational activities in all possible ways and to meet the expectations of the academic community of the University and those who access our library resources from other academic and research institutions. This library has been evolved as a resource center for integration of Academic (i.e. resource selection, technical processing, organization of materials, readers' services, update the new developments etc.) and Administrative (i.e. acquisition of materials, bill processing, budget management, etc.) aspects of the institute.

Dr. S. R. Ranganathan, the father of Library and Information Science in India, introduced the concept of "trinity in library". According to him library having three inter-dependent components books, reader and staff will make the Library as a social institution.

Keeping in view to maintain the functionality towards effective integration and dissemination of information services to stakeholders, the library policy and procedure (manual) has been

prepared for its everyday activities in order to follow uniform procedures as per respective library guidelines.

2.0. LIBRARY COMMITTEE

As per the provisions contained in the “ORDINANCES-53” (Gazette Notification dated 27 June 2018), there shall be a standing committee of the Academic Council called the Library Committee. The Library Committee shall consist of the following:

- a. Vice-Chancellor or his nominee- Chairman
- b. Deans of Schools
- c. Dean Students Welfare
- d. One Professor from each of the Schools to be nominated by the Vice-Chancellor
- e. Librarian (Ex-officio member and Secretary)

2.1. Duties and Functions of the Library Committee

Subject to the general control of the Academic Council, the duties and functions of the Library Committee shall be:

- a) Exercise general supervision over the University Central Library, and all the other Libraries of the University;
- b) Frame Regulations for the management and use of the Libraries, subject to the approval of the Academic Council;
- c) allocated funds to various Departments, assess the requirements of the Library and other Libraries and frame budget to be submitted to the Authorities concerned;
- d) submit to the Academic Council of the working of all the Libraries of the University annually;
- e) recommend to the Executive Council the creation of any new post in the Libraries and;
- f) Formulate and administer proposals concerning the development of libraries of the University.

Further, The Committee shall meet at least twice in a year. One-third of the total number of members shall constitute the quorum for a meeting of the Committee. The convener shall issue to each member a Notice convening the meeting and a copy of the Agenda at least seven days before each Ordinary Meeting of the Committee. In case of the Extra ordinary Meeting, the notice and agenda has to be sent at least 24 hours before the meeting.

3.0. COLLECTION DEVELOPMENT POLICY

This policy will be called as collection Development policy. As per Rule 143 of General Finance Rule 2017, the books, publications, periodicals, etc. for a library are excluded from Definition of Goods. The following policy will be adopted for procurement of resources;

3.1. Procurement Policy for Print Resources

- The Print books (Text & Reference) as recommended by the Head & Faculty will be procured through the empanelled vendor(s) on the prevailing terms and conditions of the University after the approval of Library Committee and approval of competent authority. The provision will also be made to collect the requisition from the students and research scholars and received requisition will also be put up before Library committee.
- The Print Journals and Print Magazines will be subscribed/renewed directly from the Publishers or the Society after the approval of the Library Committee and competent authority.
- The News Papers will be subscribed through the local suppliers.

3.2. Procurement Policy for Electronic Resources

- The e-books (Bundle and Pick and Choose module) will be procured after the approval of Library Committee and competent authority directly from the Publishers or its authorized agent on perpetual access basis. The provision will also be made to collect the requisition from the students and research scholars and received requisition will also be put up before Library committee.
- The e-Journals (other than central funding through eSS, INFLIBNET) will be procured on perpetual access basis directly from the Publishers or its authorized agent on eSS negotiated rates or on the publishers rates after the approval of Library Committee and competent authority.
- The e-databases (other than central funding through eSS, INFLIBNET) will be procured directly from the Publishers or its authorized agent on eSS negotiated rates or on the publishers rates after the approval of competent authority.

3.3. Procurement Policy for other Resources

Keeping in the view of the benefit of Library user other academic document (like Audio books, Video lectures, Braille books etc) will be procured after the approval of Library Committee and Competent Authority.

4.0. MEMBERSHIP/MoU POLICY

The membership/MoU of Library Network, Leading Society and Association etc in the specific subject area will be taken/signed after the approval of Library Committee and Competent Authority.

5.0. ACADEMIC INTEGRITY POLICY

To maintain the academic integrity in the research, University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018 shall be implemented. The Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity Panel (IAIP) shall be created for Detection, Reporting and Handling of Plagiarism cases if any. The thesis shall be submitted only after the research shall cover under Level Zero i.e up to 10% similarity of the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

5.1. Policy to check the plagiarism

The provision of facility shall be provided to every scholars and faculties to check the similarity in their research work. The provisions of login credentials shall be provided to the research scholar and faculty member.

5.2. Thesis Submission Policy to Shodhganga Portal

Every thesis shall be mandatory uploaded to the Shodhganga portal of Information and Library Network Centre as per UGC Regulations. The electronic copy of the same should be sent to INFLIBNET Centre also. The provisions shall also be made to upload the old thesis on the Shodhganga portal.

6.0. PHYSICAL VERIFICATION & WEEDING OUT POLICY

A committee shall be framed after the approval of Library Committee and Competent Authority for Physical Verification & Weeding out as per the provisions of Rule 215 Physical verification of Library books of General Financial Rule 2017;

- (i) 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.
- (ii) Loss of five volumes per one thousand volumes of books issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding ₹ 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.

The report of the committee will be put before the Library committee for further action as per provision mentioned above.

7.0. LIBRARY USAGE POLICY

Every, registered regular UG/PG students, Research Scholars, Faculty Member and Staff shall be the Library User and shall be entitled to avail the entire Library services.

SN	Membership Category	Entitlement of Books	Period of issue	Remark
1.	UG Students (10+2+3)	02	07 Days	50 Paise/day Overdue charge
2.	PG Students (10+2+3+2)	04	15 Days	50 Paise/day Overdue charge
3.	Research Scholar	10	01 Month	50 Paise/day Overdue charge

4.	Faculty	20	01 Month	50 Paise/day Overdue charge
5.	Other (Guest Scholar etc)	Within Library Premises		

8.0. LOSS/DAMAGE POLICY FOR ACADEMIC RESOURCES

If any academic material lost or damaged by user shall inform immediately to the Library and there shall be following provisions of recovery;

SN	Type of Academic Material	Provisions of Recovery
1	Library Card	₹ 40 shall be deposited in the University account.
2	Print Book	In case of damage if repairable a repair charge and fine of ₹ 100 shall be charged. If it is not repairable or lost the replacement by the same or higher edition or the latest price plus ₹ 20 shall be charged as replacement charge and shall be deposited in the University account. If a book is lost by any reader and its latest price is not traceable from any source, the cost may be recovered by two times of its recommended cost and shall be deposited in the University account.
3.	Other Academic Material	In case of damage if repairable a repair charge and fine of ₹ 50 shall be charged. If it is not repairable the replacement by the same or the latest price plus ₹ 20 shall be charged as replacement charge and shall be deposited in the University account.

9.0. POLICY FOR DIVYANGJAN

An assistive learning facility laboratory shall be provided to the Divyangjan at the ground floor and shall be equipped with latest equipment and services. The provision shall be made for ramp and other basic facility for Divyangjan.

10.0. POLICY FOR REPROGRAPHY FACILITY

The reprography facility shall be provided to the user and user shall be charged of Rs. 1 per page for library resources and only limited portion shall be allowed to be photocopied. In any case no full document should be allowed for photocopy.

11.0. POLICY FOR INSTIUTIONAL ACADEMIC REPOSITORY

The provisions shall be made to display the intellectual output of the University. The faculty publications, Research Journals of the University, Annual Report, Publication of Dr. H. S. Gour and old question paper shall be uploaded on the Institutional Academic Repository. To avoid the copyright infringements the faculty publications will be accessible through login other shall be in open domain.

12.0 POLICY FOR PARTICIPATION IN GOVERNMENT PROJECT

The provision shall be made to participate in the various Government projects for the better visibility of the university Intellectual output after the approval of the Library committee and competent authority.

13.0 DO'S AND DON'TS

We will expect some Do's and Don'ts from the Library user end;

Do's	Don'ts
Do make use of the Library, the treasure of knowledge.	Do not bring food or drink into the library
Do switch your mobile to silent	Don't make voice calls
Please sign in the visitors' register each time the user enters the library	Do not use pen drive on systems
Please carry ID card to the library to produce when needed	Please do not carry other library/personal books
Please return issued books in time to avoid overdue charges	Do not play games on computers
Please work with your friends on homework or projects if you need to, but please do it quietly	Do not come in at the last minute and expect to get everything you need. You

so as not to disturb others who visit library for the same purpose.	might be disappointed. It's much better to plan ahead, and set up a timeline for your work in library.
Please treat library with respect, and leave it clean and orderly	Don't disturb others around you
Please follow the signs and directions that have been placed in the library to help you locate materials.	Do not sleep inside the Library
Please save your files, as computers sometimes freeze and your work will be lost.	Never forgot to logout from your mail etc
Use Library PCs only for research/academic works	Do not talk loudly or walk noisily inside the Library
Do ask for help if you need when using computers.	Don't damage any library property and no pilferage
Always ask for what you want	Don't write anything in library books.
Respect Library Rules and Regulations	Don't keep the books in racks after reading
Use bins	Don't through the waste anywhere
Use book markers	Do not discuss inside library
Do leave the books on table after reference work is completed	Do not try to keep the books in racks

It's your Library, so do respect Library property and do your part to keep library neat and clean.