



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act
1956) Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12
B Coimbatore – 641043, Tamil Nadu, India

LIBRARY POLICY & PROCEDURES (Manual)



**Policy Compiled by
Dr.(Mrs) U.Jerinabi,
Dean, School of Commerce & Management & Staff
Members of the Library**

**Approved in 108th Board of Management Meeting
held on 23rd July 2018**

2018



MISSION

The Library provide high quality scientific information resources and services to support the research and development of the Institution

VISION

To explore and implement innovative technologies and services to deliver information and scholarly resources that can be accessed by anyone any time anywhere in the world

Table of Contents

1. Introduction	1-2
1.1 Library Manual	1
1.2 Role of the Library	2
1.3 Organizational Chart	2
2. Managing the Performance of Library Team	3
2.1 Clearly defined Job Descriptions at all levels	3
2.2 General Conduct	3
2.3 User Feedback Surveys	3
2.4 Library Academic Audit	3
3. Library Committee	4-6
3.1 Composition	4
3.2 Frequency of Meeting	4
3.3 Quorum	4
3.4 Duties and Responsibilities	5
3.4.1 Meeting Notice	6
3.4.2 Minutes of the Meeting	6
3.4.3 Library Purchase Committee	6
4. Library Budget and Finances	7
4.1 Sources of Finance for Library	7
4.2 Budgetary procedures	7
5. Procurement of Learning Resources	8
5.1 Library: Different from Stores	8
5.2 Flat Discount Rate	8
5.3 Procedure for the Procurement of Books	9-16
5.3.1 Book Selection Tools	9
5.3.2 Book Procurement Process Work Flowchart	9
5.3.3 Recommendation	10
5.3.4 Checking Duplication	10
5.3.5 Indent Verification	10

5.3.6	Ordering	10
5.3.7	Supplier Panel	11
5.3.8	Discounts	11
5.3.9	Supply Deadline	11
5.3.10	Terms and Conditions for vendors	11
5.3.11	Price Proof	13
5.3.12	Non-Supply of Books	13
5.3.13	Purchase of Books through Online Mode	13
5.3.14	Faculty Publications	14
5.3.15	Gifts	14
5.3.16	Maintenance of Records	14
5.4	Procedure for the Procurement of Journals	17-22
5.4.1	Recommendation	17
5.4.2	Approval	17
5.4.3	Budgetary Provisions	17
5.4.4	Renewal Process	17
5.4.5	Ordering	18
5.4.6	Terms and Conditions for Suppliers	18
5.4.7	Bills	20
5.4.8	Payments	21
5.4.9	Receipt and access to Journals	21
5.4.10	Display of Current Issues	21
5.4.11	Non-Supply of Journal Issues	21
5.4.12	Gratis and Exchange Periodicals	22
5.4.13	Binding of Journals	22
5.4.14	Maintenance of Records	22
5.4.15	Non-Book Materials	23
5.5	Procurement of E-Resources	23-24
5.5.1	Pricing Models	23
5.5.2	Negotiation	23
5.5.3	Process and Approvals	24
5.5.4	e-Journals, e-Books and e-Database	24

6	Technical Processing	25-27
6.1	Accessioning	25
6.2	Bill Processing	25
6.3	Classification	26
6.4	Cataloguing	26
6.5	Processing Books	27
7	Circulation Section	28-32
7.1	Circulation Timings	28
7.2	Issue Return Procedures	29
7.3	Membership	29
7.4	Borrowing Facilities	29
7.5	Self-Service KIOSK facility	30
7.6	Borrowing Rules	30
7.7	Documents that can be Borrowed	30
7.8	Documents that cannot be Borrowed	31
7.9	Overdue Charges	31
7.10	Loss or Mutilation of Documents	31
7.11	Theft / Misuse of Library Resources	32
7.13	No Dues Certificate	32
7.14	Library Access by visitors	32
7.15	Loss of Library Identity Card	32
8	Library Security System	33
8.1	Three Dimensional RFID Security Gate	33
8.2	Closed Circuit Camera System	33
8.3	Fire Alarm	33
8.4	Security Staff	33
9	Library Services	34-36
9.1	Reference Service	34
9.2	Web-Based Online Public Access Catalogue	34
9.3	Remote Access Facility	35
9.4	Wi-fi Facility and CCTV Surveillance System	35
9.5	Reprography, Printing and Document Delivery Services	35
9.6	User Training and Information Literacy Programs	35

9.7	Anti-Plagiarism Software	36
9.8	Newspaper Clipping Service	36
9.9	Inter Library Loan	36
9.10	Bulletin Board Facility	36
10	Information and Communication Technology Service Division	37-42
10.6	INFLIBNET (Information and Library Network)	38
10.7	UGC-INFONET Digital Library Consortium	39
10.8	E-ShodhSindhu	40
10.9	E-Resources Subscription	40
10.10	Shodhganga	40
10.11	Electronic Theses and Dissertation (ETD) Lab	41
10.12	Digital Library	41
10.13	Radio Frequency of Identification (RFID) Facility	42
10.14	Learning Centre for Visually Challenged	42
11	Stack Room / Display Area Management	43
12	Stock Verification and Procedure of documents withdrawal	44-47
12.6	Stock Verification Process	44
12.7	Loss of Publications	45
12.8	Procedure for Write-off	46
12.9	Weeding Out	47
12.9.1	Process	47
12.9.2	Disposal	47
13	Maintenance of Documents	48-50
13.1	Introduction	48
13.2	Shelving and Shelf Rectification	48
13.3	Care of Documents	49
13.4	Binding of Documents	50
14	Physical Ambience	51
15	Preventive Measures	51

16	Theses	52-54
16.1	Activities	52
16.2	Consultation Rules	52
16.3	Digitalization of Theses	52
16.4	Shodhganga & Shodhgangotri	53
16.5	Guidelines for Submission of Thesis/ Dissertation	53
17	Anti-plagiarism Software	54-56
17.1	Procedure for Plagiarism Check	54
17.2	Plagiarism Check for Staff / Student Publication	55
17.3	Report to the Readers	56
18	General Rules	56-57
19	Conclusion	57
20	Feedback analysis report of the Library	58-71
21	Annexures	
Annexure 1	Book/E-Book Recommendation/Indent Form	
Annexure 2	Journal/Online Journal Subscription/Renewal Form	
Annexure 3	Vendor Registration Form for Supply of Books	
Annexure 4	Vendor Registration Form for Supply of Journals	
Annexure 5	Book Order Format	
Annexure 6	Book Lost/ Damaged Report Form	
Annexure 7	Book Recovery Notice	
Annexure 8	Requisition form for Plagiarism Verification-Thesis/Dissertation	
Annexure 9	Requisition form for Plagiarism Verification (Other than Thesis)	
Annexure 10	Plagiarism Report (Thesis)	
Annexure 11	Plagiarism Report (Other than Thesis)	
Annexure 12	Thesis / Dissertation Authentication Certificate	
Annexure 13	Thesis / Dissertation Metadata Form	
Annexure 14	Consent Form for Digital Archiving	
Annexure 15	Guidelines for Writing Ph.D thesis in CD	
Annexure 16	Requisition Form for Identity Card (Staff Members)	
Annexure 17	Requisition Form for Identity Card (Students)	
Annexure 18	Library Feedback/Suggestion Form	

1. Introduction

The base for the library, the knowledge hub of Avinashilingam Institute for Home Science and Higher Education for Women, had been laid down by Dr.T.S.Avinashilingam, founder of this institution, a distinguished educationist, and Dr. Rajammal P. Devadas, the first Vice-Chancellor and the spearhead of women's education, recognized the importance of the Library in university education and established one (along with this Institution) in 1958. With dynamic changes towards positive fruition as the university library in 1988, its service was enhanced by its extension in the Faculty of Engineering (1998), Faculty of Education (2003), and Self Finance Library (2017) in the Campus II, at Varapalayam.

The very purpose of our 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 our Institute and those who access our library resources from other academic and research institutions.

The functional aspect of a library is normally an 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. Therefore, the institute library requires a **Library Manual** for its everyday activities to follow uniform procedures.

This Manual is meant for providing the library a practical handbook containing

- Guidelines/procedures for acquiring library documents, their technical processing and organizing them for their optimum utilization
- Rules and regulations issued by the authorities for the operation and management of the library; procedures for providing library services to the users and
- Organizing, processing, retrieval and dissemination of information as well as documents to the users.

1.1 Library Manual

The Library Manual is a source of information - a constitution which lists out all the departments, sections and their functions, procedures and policies within the

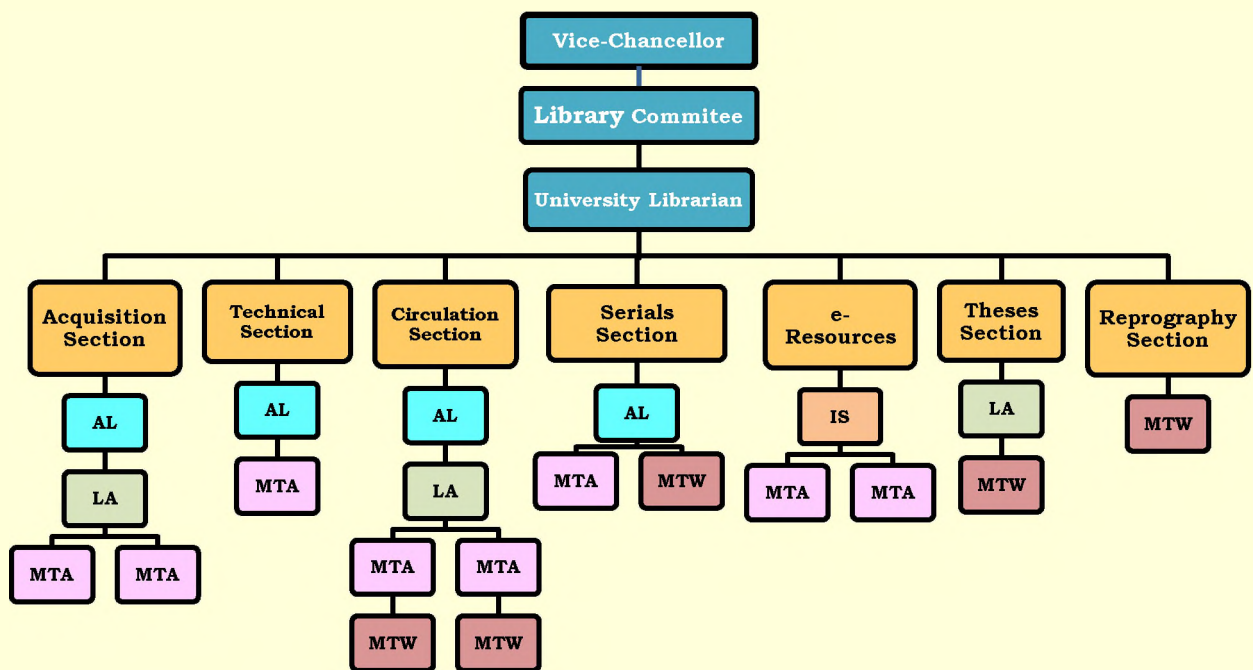
library. It is a guideline that the library staff will consult whenever there is any grievance about any function or procedure. A lot of effort goes into the preparation of the Manual. It goes through a series of meetings with all stakeholders where the procedures, functions and policies are deliberated in detail, to draft the final policy. Hence, a Library Manual goes through a validation process before it is finally accepted as a policy document.

1.2 Role of the Library

A Library is the powerhouse of any institution. It caters to the research and teaching activities by collecting, managing and disseminating the information to its users according to their needs. The Library is situated in the heart of the campus incorporating modern technologies to provide the readers the right information at the right time.

1.3 Organizational Chart

The organizational chart explains the duties and responsibilities of the Library staff members:



Abbreviations

AL- Assistant Librarian

IS – Information Scientist

LA – Library Assistant

MTA- Multitask Assistant

MTW – Multitask Worker

2. Managing the Performance of the Library team

A professionally qualified and competent team manages the central Library. The performance of the team is optimized by taking the following measures:

2.1 Clearly-defined Job Descriptions at all Levels

Each member of the Library team has a clearly defined job description that facilitates and conforms with the Library's and the Institute's Vision and Mission statements. The organization chart with a clear reporting structure has been developed for effective control within the library.

2.2 General Conduct

Every member of the Library team exhibits the highest level of professional conduct in discharging their duties. Library staff members are dedicated and remain in their designated place during the work hours. 'Polite and efficient service' is the motto of the Library.

2.3 User Feedback Surveys

The Library initiates annual feedback surveys and user satisfaction surveys. This feedback and evaluation helps the library to overcome any break in the facilities and services being provided.

2.4 Library Academic Audit

Every year the Institution 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
- Revenue collections are properly accounted for and
- Funds are spent pursuant to Institutions policies and procedures, applicable laws, rules and regulations.

3. Library Committee

The Library shall be managed and administered by a Library Committee under the supervision and control of the Board of Management. The Library Committee is responsible for the performance of its duties and the exercise of its powers. The Library Committee must facilitate the Library's development plans by advocating development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library, the academic fraternity, and the institute's administration. The Library Committee acts as a channel for dialogue between the Library and its users.

3.1 Composition

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

S. No	Personnel	Status
1	The Vice Chancellor or her nominee	Chairman
2	Five Senior Professors of Avinashilingam Institute nominated by the Vice Chancellor	Member
3	One Associate Professor nominated by the Vice Chancellor	Member
4	One Assistant Professor nominated by the Vice Chancellor	Member
5	Two external experts in the field of Library Science and Information system	Member
6	The Registrar	Member
7	The Librarian	Member Secretary

The members of Library Committee, other than the Registrar and Librarian, shall hold office for a period of two years.

3.2 Frequency of Meeting

The committee shall meet at least two times in an academic year.

3.3 Quorum

One-third of the total members in the committee shall form the quorum.

3.4 Duties and Responsibilities

The various duties and responsibilities of the Library Committee are to:

- exercise general supervision over the Institution Library
- frame regulations for the management and use of the Library, subject to the approval of Library Committee
- recommend to allocate funds to various departments for buying books/ journals (both in soft and hard copies), assess the requirements of the Library and formulate budget to be submitted to the authorities concerned
- acquire books, journals, and other related materials (both in hard and soft copies) and formulate guidelines for such acquisition, periodic stock verification, allocation of tasks to library staff, library discipline, user-services, inter-library cooperation, and networking
- ensure proper library management and its use, including the services rendered to the readers
- review the functioning of the Library on an annual basis
- recommend the appointment of a sub-committee for the selection of books
- frame and amend any rules prescribed for the use of the Library services by the readers
- consider policy matters regarding the library including the policy for the procurement of books, journals, and render advice to the Library for procurements
- ensure scrutiny and approve the indents for books received from various departments/schools/centres
- ensure that the Library Identity Cards (Smart Cards) are distributed to the newly admitted students within thirty working days after their admission in the Institute
- monitor and evaluate, from time to time, the trends and developments in information technologies, networking, library automation, library cooperation etc., and to advice the library on the same
- authorize individuals of other institutions for the use of Library services on a temporary basis

- prepare an annual report of the Library System and submit the same to the Registrar and
- consider any matter referred by the authorities of the Institute.

3.4.1 Meeting Notice

The Member Secretary (Librarian) shall issue the notice for convening the meeting along with a copy of the agenda to each member at least seven days before the meeting of the committee after obtaining the approval of the Vice-Chancellor.

3.4.2 Minutes of the Meeting

Minutes of various meetings shall be recorded by the Member Secretary and circulated to all the members for consideration and approval.

3.4.3 Library Purchase Committee

- The Library Purchase Committee is a sub-committee of the Library Committee. The Vice-Chancellor nominates the members like Deans, Finance officer, external and internal experts in the concerned field with Librarian as a member secretary.
- This committee helps to procure products for the Library.
- The responsibility of Library Purchase Committee is to monitor the procurement process of library resources.
- The committee verifies the technical specification and negotiates for finalizing the rates.

4. Library Budget and Finances

The Library budget is the financial allocation to procure documents and provide access to the information resources. The annual budget of the library has the following components like books, periodicals (subscription and renewal), procurement of online resources, procurement of furniture and equipment and other maintenance expenses.

The budget includes also 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:

- 1. UGC Plan Grants
- 2. Non- Plan Grants
- 3. Projects
- 4. Programme-specific grants

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

- 1. Library fees;
- 2. Overdue charges
- 3. Reprographic service fee;
- 4. Breakage fees

4.2 Budgetary procedures

- 1. Review the current budget
- 2. Budget preparation
- 3. Submission and approval
- 4. Implementation

Note : Budget heads and titles change from time to time.

5. Procurement of Learning Resources

Procurement of learning resources constitutes the primary responsibility of the Library. The Library makes a systematic effort in building up the collection by identifying, evaluating, selecting, processing and making it available to the users. Since building up this collection requires a huge sum of money and has long-lasting repercussions, it is essential that libraries have a well thought-out collection development policy.

5.1 Library: Different from Stores

As indicated in the GOI. M.F. OM 23(7)- EII(A)/83 dated 7th February 1984, (GFR 116(2)(1) (1978) and General Financial Rules 2005, Rule 136, “the position of library books, etc., is different from that of stores and hence the definition of ‘goods’ excludes library resources like books, journals, and other learning materials.

The above Office Memorandum is reproduced below:

“Librarian (not below the rank of Deputy Secretary to the Govt of India) subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard booksellers on the prevalent terms and conditions.

Hence, tenders/quotations need not be called for procuring every single title/journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply, which will be valid for two years.

5.2 Flat Discount Rate

Based on the above, tenders will not be called for procuring every single title on a day- to-day basis. However, the terms of supply like discount will be decided by the Library Committee once every two years during the formation of the Panel of Suppliers. A contract shall be signed with the vendors.

5.3 Procedure for the Procurement of Books

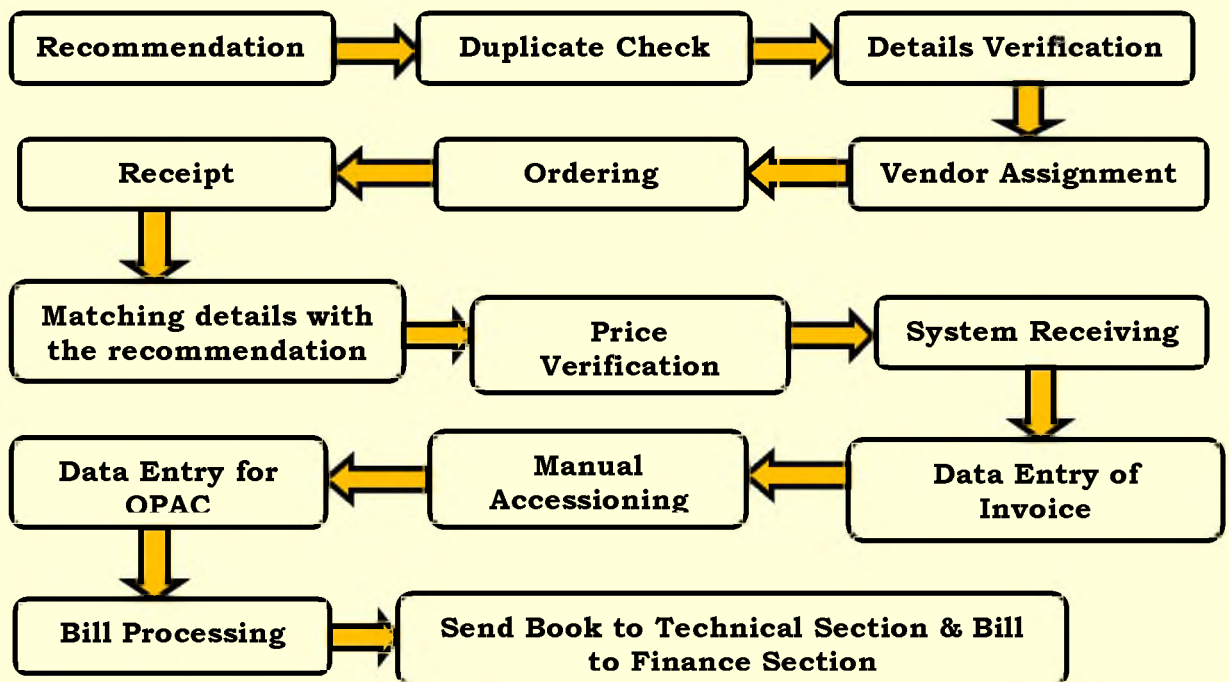
5.3.1 Book Selection Tools

The various methods adopted for the selection of books for the library are as follows:

- Latest publishers catalogue
- Online catalogue
- Book Exhibition: The Library administrators arrange for a book exhibition through publishers, representatives or through the empanelled suppliers. The library facilitates the exhibition by providing the space, basic furniture, indent form, etc. for obtaining book recommendations.

5.3.2 Book Procurement Process Work Flowchart

The flowchart indicating the book procurement process is shown diagrammatically as follows:



5.3.3 Recommendations

- Faculty , research scholar and staff are entitled to recommend new books for the library
- Recommendations should be submitted in the prescribed form (**Annexure-1**) and routed through the respective Heads of the Department and Deans
- The Library may arrange book exhibitions through reputed publishers and book suppliers for the purchase of books
- The book selection criteria are as follows :
- The book requirement must be 30% for Textbooks and 70% for Reference Books
 - Books procured should be written by Indian writers and Foreign writers in the ratio 40 : 60 and
 - The latest year of publication.

5.3.4 Checking Duplication

- The list of books is checked for duplication in the Library catalogue by the staff and the appropriate remark is provided and
- On the recommendations of the faculty, the Library may purchase multiple copies of only those books which are found to be in great demand but not more than three copies of any book may be procured.

5.3.5 Indent Verification

- The Finance department will verify all faculty indents and
- The final list of recommended books is handed over to the Library Committee for its review.

5.3.6 Ordering

Once approved the funds are sanctioned by the Library Committee for purchase, and the purchase order will be issued to the supplier by the Registrar (**Annexure- 5**).

5.3.7 Supplier Panel

- The Library Committee appoints a panel of vendors on the basis of their performance on tasks such as their response to queries, speed of supply, adherence to the terms and conditions, etc.
- This panel will be reviewed every two years on the basis of the supplier performance. A panel should have at least ten vendors (**Annexure-3**)

5.3.8 Discounts

- A minimum of 25% discount on the printed publisher's price is insisted upon. Also, in some cases, the vendor may be willing to give a bigger discount (above 25%)
- The exception would be government publication/ institution publications or Nil discount item
- In case of multivolume books and encyclopedia, efforts may be made to obtain higher discounts and
- All books in English, Hindi and other regional languages will carry a uniform discount of 10-15% of the publisher's price.

5.3.9 Supply Deadline

- Maximum time for supplying ordered titles is 60 days for an Indian publication and 90 days for foreign publication from the date as specified in the purchase order
- However, after checking the supply status with suppliers, based on genuineness, an **additional TWO weeks** time may be given and
- Books delivered after the deadline will be accepted only after obtaining prior approval from the authorities.

5.3.10 Terms and Conditions for Vendors

- All books carry a discount as per the agreed terms
- The order should be acknowledged within 7 days from the date of order

- If a book is ordered from abroad, the Librarian should be informed before sourcing it
- The ISBN number and year of publication should compulsarily be stated against each title in the bill
- Supply latest editions. Indian reprints/editions, if available should be supplied. Always supply paperback editions unless otherwise mentioned. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available
- Damaged books, books with missing pages need to be accepted by the suppliers when returned even after they have been stamped for accessioning
- Books should not be sent by V.P.P.
- The maximum time limit for supplying book is 60 days
- The order will be treated as cancelled, if the books are not supplied or no report about the availability is received within this period
- It should be certified on the bill that the prices quoted therein are the publisher's current prices and the stamped price proof along with the bill must be enclosed
- In case of cheating by charging more than the actual price, the Institute will blacklist the supplier
- The bills should be submitted in triplicate addressed to **The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore**
- The bill should contain the supplier's TAN No., PAN No., RTGS/NEFT details
- During the time of submission of the bills, the supplier shall append the declaration on the bill, that-
 - i. Only latest editions of the books etc. have been supplied
 - ii. The actual prices of publications have been charged without any handling/postage charges
 - iii. These are not remained titles/damaged books with missing pages. The Indian/low priced editions of these publications (if foreign) are not available in India

5.3.11 Price Proof

- Once the books are received in the Library along with the bills, the price of each book, and discount rates, and bank rates are verified by the concerned staff in the Acquisition Section. Accepted Price Proof are: (Signed & Stamped by the supplier)
- Distributor's invoice to supplier
- Printout from the publisher's catalogue
- Photocopy from Publisher's Catalogue
- For some Indian publications, price mentioned on the title
- Alternatively, the Library also cross verifies the prices from the publisher's website. Such printouts that are verified and signed by the Library staff will be accepted as price proof and
- Foreign Currency : For foreign exchange conversion, RBI rates will be followed on the bill date. In some cases where RBI rate is not agreed upon by the vendor, with the approval of competent authority, Good Office Committee (GOC) or bank conversion rate will be applicable.

5.3.12 In case of Non-Supply of Books, the following steps will be taken

- Fortnightly follow up with the vendors
- Evaluate the supply status and
- Change the supplier and re-order the books.

5.3.13 Purchase of Books through Online Mode (Amazon/ Flipkart etc.)

- Purchase of books from online bookstores like Amazon, Flipkart, etc. may be made on the recommendation of faculty members. Such purchases may be made by the credit/debit cards of staff members after checking with the library about its availability, which will be duly reimbursed
- In such procurements, discounts may or may not be available. Sometimes courier/postage charges are also included
- The financial sanction process from the appropriate authority will be followed

- The book and bill in appropriate format must be submitted to the Library for further processing and
- The same procedure may be followed for the purchase of books by staff members on official foreign trips and while visiting book exhibitions conducted in different places.

5.3.14 Faculty Publications

The Library may purchase three copies of faculty publications as and when the publications are brought to the notice of the Library upon getting the approval from the Vice-Chancellor.

5.3.15 Gifts

Books gifted from major institutions and other individuals are accepted, accessioned and placed along with other books for reference. Some books donated by individuals are accepted after considering on the physical condition of the book.

5.3.16 Maintenance of Records

The following files / records are maintained in the Library:

- Accession Register
- Bill Register
- Purchase Orders
- Invoices
- Reminders
- Budget/Finance

Library Collection Statistics (Subject wise) as on 31-03-2018

Subject	Total Vols.	Subject	Total Vols.
Faculty of Home Science		Faculty of Humanities	
Resource Management	4132	Economics	6908
Food Service Management	2410	English	7626
Food Science & Nutrition	13893	Tamil	10779
Textiles & Clothing	2875	Hindi	3321
Human Development	2548	French	418
Home Science Extension	11019	Music	1487
Faculty of Science		Faculty of Business Administration	
Biochemistry	4743	Avinashilingam School of Management Technology	8872
Chemistry	4440	Commerce	5257
Zoology	3740	Tourism	1445
Botany	3936	Faculty of Education	
Physics	3396	Education	15638
Mathematics	7351	Physical Education	1036
Psychology	2594	Special Education	1634
Computer Science	4622		
		Visual Communication	486
		General Books	15404
		Research Books	12710
		Faculty of Engineering	38472
Total Collection of Books as on 31-03-2018			203192

Library Collection				
1	Total Library Collection (Print + E-Resources)		(203192+ 204253)	407445
	Total Library Collection Print		203192	
	Total no. of Books		203192	
	Total no. of Ph.D. Theses		671	
	Total no. of M.phil. Dissertations		1893	
	Total no. of PG Dissertations		9474	
	Special Collection (included) - 3213 (WHO,FAO, UNO, World Bank, UGC, UNICEF, UNESCO, ACU, AIU etc.)			
	Total E-Resources		204253	
	E-Books		173859	
	E-Journals		30387	
	E-Databases		7	
2	Total Journals (Print + E-Journals)		(15656+30387)	46043
	Total Journals (Print)		15656	
	Current Subscription			
	National	164	269	
	International	42		
	Magazines	63		
	Back Volumes		15387	
	Total E-Journals		30387	
UGC INFONET		29146		
Institution Subscription		1241		

5.4 Procedure for the Procurement of Journals

Periodicals and serials contain up-to-date information and are essential for study and research.

The following procedures are followed in subscribing journals:

5.4.1 Recommendation

The list of journals to be renewed is brought to the notice of the faculty and their recommendation is received. Faculty can also recommend new titles.

(Annexure-2)

5.4.2 Approval

The list will be processed for exact details like price, publishers, duplication checking with online and UGC Infonet. After this process, the list of journals is compiled and submitted to the Library Committee for approval.

5.4.3 Budgetary Provisions

To ensure that adequate recurring/annual funds are available for the approved journals subscription / renewal as required.

5.4.4 Renewal Process

The process of renewal should begin at least three months in advance (October) so that by December end/ early January all the renewals are done and the subscriptions are continued without any discontinuation in issues. Most of the Indian journals are subscribed directly from the publishers while foreign journals and few Indian journals are subscribed through agents.

(Annexure-4)

5.4.5 Ordering

Journals renewal and subscription orders will be issued by the Registrar to the agents / publishers with the terms and conditions. The subscription period of journals will be from January to December except in some cases.

5.4.6 Terms and conditions for suppliers

- Timely supply of issues of journals
- In order to avoid loss of transit, the library prefers receiving all journals by speed post / courier
- The subscription agent shall supply the journal issues to **The Librarian, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043**
- The subscription agent may offer any discounts/ concessions applicable to the academic Institution wherever possible
- The agent should submit the bill in triplicate in the name of 'The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043'
- No postage, handling and service charges will be paid to the agents
- All the complaints should be attended within the reasonable time
- The agent will remit the full subscription to the publisher on behalf of Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore, before submitting the bills of journals for advance payment and will submit documentary evidence for such remittance and supply orders
- Full advance payment shall be made against all the bills of journals. Bills should accompany the price-proof of journals
- The Institute will release advance payment only after the receipt of **bank guarantee drawn from a nationalized bank for** 10% of the subscription value as a security deposit. This deposit may be released after completion of supply of journal issues and after adjusting the dues, if any
- Supplementary bills shall not be submitted, except when the subscription rate is changed by the publisher and the revised rate is paid for by the supplier

Such a revised rate shall be paid by the Institute on the production of documentary evidence

- Conversion rate of RBI / nationalised bank as on date of subscription are applicable for all payments
- The payment is made in the form of demand draft/ cheque / wire transfer/online payment
- The payment acknowledgment should be submitted to the librarian within 30 days from the date of receipt of advance payment from the Institution
- If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to the Institute
- The period of subscription is for one calendar year from January to December for all the journals. Supplementary volumes, if any, published during the year may also be supplied
- All journals/issues should normally be supplied within **one month from the due date of publication.** Whenever the journals are not received by the institute even after one month from the actual date of publication, the agency should indicate the reasons for delay, with proof of actual date of publication along with the reply
- Claims for missing issues of journals shall be made within 90 days of the publication of issue, if it is supplied directly by the publisher. In case of delivery by subscription agent, the supply will be reviewed every quarter by the Library and agent
- The agency will be given 18 months' time in total, starting from the commencement of subscription, to settle all the missing issues and gaps in supply. If the journals/issues, are subscribed to but not received within the stipulated time mentioned, appropriate/proportionate cost should be refunded to the Institute by the subscription agency, irrespective of the refund by the concerned publishers
- In the event of loss of any issues of the journals which occurs during the transit, postage, courier, etc. or for any other reason whatsoever, the supplier shall replace all such copies as may have been lost in transit to the Institute without any extra charges

- If the publication of the journal is behind the schedule, the same should be informed accordingly along with the expected date of availability
- The subscription agent(s) should ask the publisher of the journal to provide online access to the journals which are subscribed in print by the Institute or are free with print subscription
- For online access to the journals (free online available along with subscription to print copies), the agent will have to provide the technical support. The access has to be provided by IP authentication. IP range will be provided at the time of placing the order
- If the supplier receives any supplements including soft copies, CDs and gifts offered by the respective publishers along with any particular journals, these are to be treated as part and parcel of subscription and the same should be sent to the Institution
- Every month, the agent will submit a status report giving the details of the journals supplied during the month along with action taken on pending supplies
- Every three months, reconciliation of supply shall be made by the library and the agent
- In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Vice-Chancellor of the Institution shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement
- The subscription agent(s) must send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it and
- The agent shall sign the terms and condition of subscription to journals if it is acceptable to them. Any other conditions imposed by the agency on its own after the agreement will not be valid.

5.4.7 Bills

The bill in triplicate should be addressed to 'The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women'. The vendor is required to submit adequate proof of publishers' price along with the bills.

5.4.8 Payments

Full advance payment is to be made against all journal bills. Maintain proper bill register on Library Management Software (LMS) of all bills passed for payment.

5.4.9 Receipt and Access to Journals

- An entry is to be made of the item received or as per the order in case of print issues
- A manual is to be maintained along with a computerized record of receipts of the journal issues
- The received print issues are to be stamped and
- Accompanying material such as CDs/DVDs must be placed in a separate section.

5.4.10 Display of Current Issues

- The Library must ensure timely display of the loose issues of the periodicals on the respective display racks

5.4.11 Non-Supply of Journal Issues

1. Reminders

Reminders are sent to the publisher/agents about non-supply of issues:

- a. Weekly and bimonthly journals : once every month and
- b. Quarterly/Biannual journals : once every two months.

2. Replacement of Missing Issues

- a. A Replacement copy must be sent ; or
- b. Refund in the form of Demand Draft; or
- c. Extend the subscription period.

5.4.12 Gratis and Exchange Periodicals

1. The documents relevant to the scope of the Institute's study and research areas are added to the gift collection and displayed.
2. There should be a proper record for gratis items and must be acknowledged appropriately.
3. Journals are also received in exchange mode.
4. Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

5.4.13 Binding of Journals

The binding of journals is done on the approved rates as per the standard specification followed in all libraries. All journals procured in print format goes through the binding process at the end of the calendar year. The bound volumes are assigned accession numbers and kept for future reference. They are also entered in the library management software. These are arranged in alphabetical order in the bound volume area.

5.4.14 Maintenance of Records

The transactions for all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for documentation and future reference. In this regard, apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Register
- Bills Register
- Subscription Orders
- Approvals
- Reminders for Non receipt of journals

5.4.15 Non-Book Materials

A collection of non-book materials such as audio cassettes, video cassettes, compact disk, microfiche etc is maintained in a separate section and enlisted in a computer file. This section is equipped with a multi-media system, microfiche, LG CTV (29") and Digital Video Disc (DVD) Player. Graphics, animation and sound, enhances the learning process through visualization. These materials are open to all our Library users.

5.5 Procurement of e-Resources

Electronic resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

5.5.1 Pricing Models

There are many pricing models. We can adopt a model depending on factors such as suitability for different programmes, research area, relevance to different campuses and the usage analysis (in the case of a renewal).

- **Annual Subscription:** Access to content is available for only one calendar year and
- **Perpetual Access:** Access to content is available for the year of subscription. After expiry of subscription, there is continued access to the content of the year but not to the content published in the subsequent years.

5.5.2 Negotiation

Negotiation plays a vital role in deciding the price of potential purchases. The Library decides and enforces terms to the publishers/vendors regarding the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk-in-users, usage statistics, simultaneous access.

There are no acceptable terms established in this area, as this is almost new and challenging field. Large opportunities exist in this area for negotiation with the publishers/ resource providers to arrive at a win-win situation.

Since the UGC Infonet e-journals consortium is providing access to a large number of resources to Universities, care needs to be taken that the Institute gets the maximum number of e-journals from that consortia.

5.5.3 Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure has to be followed for subscribing to Online Databases (not for single and individual e-Journals or e-Books):

- Identify the need
- Ask for a trial access
- Publicize the availability of resource on trial
- Analyze the usage statistics
- Make a cost-benefit analysis by considering all relevant facts
- Put up for approval
- Convene a Library Committee meeting for negotiation and conclude the deal

5.5.4 Procedure for the Procurement of e- Journals, e-Books and e-Databases

When subscribing to individual titles, the same procedure as that of print journals, books will be followed with regards to preparing the list, duplication checking, finding out the price and finally putting up for the approval of Library Committee.

If e-Journals/e-books are being subscribed as subject collections, bundles, or databases, the library will prepare a proposal by making a cost-benefit analysis by considering the relevance of the resource to the academic and research interests, usage analysis and availability of funds. This proposal needs to be approved by the Library Committee

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 and
- The accession number is to be assigned on the title page, a secret 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 and
- 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 book number
- There are two purposes of classification of documents:
 1. To help the user to find a document.
 2. To find out all documents on a given subject together
- Classification Scheme: Colon 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 mentioned below of the books 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 back of the document
 - Half Title: A brief title without author's name
 - Imprint: Printed on a leaf preceding the main title page
 - 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 the 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- T, Reference Book- R, Theses – 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

The circulation section handles the front desk operations of the library and is very important because it is the first contact point for faculty and users of the library. The major tasks of the section are:

- Issue and return of books
- Attending the user query for effective interpretation of library rules and regulations
- Registration of new members
- Sending reminders to overdue documents
- Maintenance of circulation module of library management software (Koha) maintenance and updating of all data related to library users
- Maintaining records related to lost of the book(s) and overdue charges
- Collection of the overdue charges and paying the same to finance section
- Issuing the 'no-dues' letter
- Assisting the users in accessing the OPAC and library catalogue
- Managing counter operations during weekends/holidays
- Attending the users query for effective interpretation of library rules and regulations
- Conducting academic tours to the institute library for visitors and students from other institutes
- Granting permission to outsiders to use the library
- Inter-Library loan to the library users through DELNET
- Generating reports and statistics of the circulation and
- Library-orientation information.

7.1 Circulation Timings

Sl. No.	Description	Timing
1	Weekdays (Monday to Friday)	09:00 a.m. – 05:00 p.m.
2	Weekends and Public Holidays	09.30 a.m.-01.00 p.m. No Issue

7.2 Issue/Return Procedures

Issue/return of library materials is the routine operation of the library. The proper sequence of activities for issue and receipt of library books is as follows:

- **While Issuing Book**
 - A quick glance is cast while issuing the book for any damage
 - Details into issue database are entered
 - The due date is stamped in the date slip.
 - The books are handed over to the users.
- **While Receiving Book**
 - A quick glance is cast while receiving the book for any damage
 - Due dates are checked for necessary action
 - The books are sent to stack for shelving .

7.3 Membership

- All the students, faculty members and employees of the institute are entitled to the membership of the library

7.4 Borrowing facilities

The number of books permitted and the duration for borrowing books varies according to the category of members as follows:

Sl. No.	Patron Category	Current Checkouts Allowed	Loan Period	Fine Amount in Rs.	Fine Charging Interval
1	Deans & Heads of the Department	10	30 days		
2	Associate , Assistant Professor	6	30 days		
3	Temporary Staff , Project Staff	3	30 days		
4	Research Scholar & Post Graduate Students	3	7 days	Rs. 5.00	1 day
5	Under Graduate	2	7 days	Rs. 5.00	1 day

- Borrowed books must be returned within / on due date mentioned in the date slip of the document issued.

7.5 Self-Service KIOSK Facility

The library introduced a self-checkout KIOSK facility for the readers. The readers are provided with the RFID enabled identity cards. Using this card, the readers can issue/return the book using KIOSK without the assistance of the library staff.

7.6 Borrowing Rules

- The privilege of borrowing books from the library is restricted to members only
- The members are provided with RFID-enabled identity cards
- Identity cards must be produced for borrowing books. These cards are not transferable
- The reader should check the books thoroughly for missing pages, chapters, etc., while getting them issued
- No book in damaged condition will be accepted by the Library on return. Damaged books will have to be replaced by the borrower
- Loss of identity card should be reported immediately to the Librarian
- Books issued will not be accepted back on the same day
- Loss of book must be reported immediately. Late fee, if any, will be charged till the loss of book is reported
- Books are re-issued / renewed only if there are no claims
- Readers will be charged with the fine for overdue loans @ Re.5/- per book per day; the membership will be cancelled after a period of 5 days of non-return of the books
- Reference books, theses, CDs and loose issues / bound volumes of periodicals will not be issued and
- All users are requested to check the status of books outstanding against their name soon after a transaction in the counter. Discrepancy, if any, should be brought to the notice of the staff at the counter immediately. Any complaint thereafter will not be entertained.

7.7 Documents that can be borrowed

- Books from the general shelf can be borrowed and
- 'Demand books' can be borrowed only for one day.

7.8 Documents that cannot be borrowed

- Journals, bound volumes, loose issues of journals and the latest available issue of the magazines are to be referred to within library premises and are not available for issuing out.
- CD ROMS, DVDs and audio video-cassettes cannot be borrowed.
- Theses and dissertations are not issuable

7.9 Overdue Charges

- Books that are returned after the due date are considered overdue. Uniform fine policy has been approved by the library committee
- A fine amount of Rs. 5.00 per day per book is collected from the students as overdue charges

7.10 Loss or Mutilation of Documents

- Library materials must be handled with care
- If a borrowed book is lost or mutilated beyond usable condition, then the user must inform the library in the prescribed form (**Annexure – 6**)
- The lost book should be replaced by same or latest edition of the new book with overdue charges
- Overdue charges are not levied in such cases from the date of the report until the same is replaced (is resolved within a month)
- In case it cannot be replaced, the following norms will apply (**Annexure – 7**)

For Indian / foreign publishers

Recovery conditions (calculated from the date of acquisition)	Recovery Amount
Up to 5 years	Double the cost of the document
>5 years but <= 10 years	Triple the cost of the document
>10 years but <=15 years	Four times the cost of the document
>15 years	Five times the cost of the document

7.11 Theft / Misuse of Library Resources

- The theft or abuse of library resources like books, journals, theses, and dissertations will be viewed seriously and
- Each case will be examined and the matter will be reported to the concerned authorities.

7.12 No Dues Certificate

- 'No Dues Certificate' concerning library membership will be issued by the Library only after the library dues are fully cleared upon completion of the academic programme and
- An employee can get "No Dues Certificate" on resignation / being relieved only after fully clearing their library account.

7.13 Library Access by Visitors: Day Membership and Charges

- Interested students/ researchers from outside are allowed to utilize the library resources if they produce valid identity cards with the appropriate permission letter from their Institute, and register as day members by paying daily library fee of Rs. 100.

7.14 Loss of Library Identity Card

- Loss of ID card should be reported to the library through their respective class teachers
- A duplicate identity requisition form must be filled and Rs. 200 has to be paid in the finance section to obtain a duplicate card and
- Duplicate identity card will be issued in three days.

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 and
- 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 misdemeanor in libraries such as tearing of pages from the books, hiding the books, etc.
- The Library has installed 16 cameras across different floors, stack rooms and study areas for monitoring of activities in the Library and
- The system administrator 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 a fire extinguisher is also fixed at the entrance of the Library and
- In the Institution three trained persons are available to handle this.

8.4 Security Staff

- Two persons are allotted duty at the entrance of the library as the security.
- At the exit point, they verify all documents that are being taken out and
- This is to ensure that only the books prescribed for issue are being taken out.

9. Library Services

The Library access time is from 9.00 a.m. to 8.00 p.m. The working time of other sections are as follows:

Reading Halls, Reference Section, ETD lab : 09.00 am to 08.00 pm (All days)

Stack Rooms and Journals : 09.00 am to 05.00 pm (All days)

Weekends, Public Holidays : 09.30 am to 01.00 pm

The Library remains open on all days of the year except on 26th January, 15th August and 2nd October (National Holidays and Festivals).

9.1 Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and manuals, statistics, yearbooks. The collection ranges from general to subject-specific sources. All the reference sources are housed in the Reference Section. Users can also contact the staff on duty for any assistance. The Library also has access to online reference sources which may be accessed from the library website.

9.2 Web-Based Online Public Access Catalogue

Web-Based OPAC has been created for more than two lakhs documents available in the library. The Library catalogues can be searched and accessed from various departments through the intranet facility. Data can be accessed from various search points. Expenditure details of books purchased by various departments along with the online catalogue are also provided to the respective departments through the intranet facility.

The Library catalogue is accessible online at <http://www.adulib.com> which uses KOHA software for library automation. This facility enables users to simultaneously search the Library catalogue, eJournals, eBooks, Databases, Institutional databases and publishers' databases in real time from multiple information resources in a single search.

9.3 Remote Access Facility

Remote Access Facility is provided to the readers using INFED software provided by the INFLIBNET. This software helps to create user name and password to each user to access library e-resources remotely by clicking our Library website <http://avinutv.ac.in/maincampus/>

9.4 Wi-Fi Facility and CCTV Surveillance System

Wi-fi (Wireless Network) access is available across the library and users can bring their laptop for accessing e-information. Installation of CCTV Surveillance helps security control in the library

9.5 Reprography, Printing and Document Delivery Services

Reprography service is available to the users on charge. Fee-based scanning and printing is facilitated to the users for the information/ learning materials searched on the net. Document delivery of articles required is provided through email service

9.6 User Training and Information Literacy Programs

In order to promote the use of e-resources, learning materials, UGC INFONET e-resources, CD/DVD Databases, research communication, presentation skills, information exchange and online access to Internet and web resources, the Library organizes user-focused training programs on ICT skills, research communication and information management. The training topics focus on research planning, ICTs and E-resources, internet, E-communication, discussion forums, data analysis packages, citation patterns, thesis/dissertation writing, technical paper writing, UGC INFONET e-resources, search skills, developing materials for scientific presentations and other such topics according to the need arising among the students.

9.7 Anti-Plagiarism software

The Library handles plagiarism verification for Ph.D. theses, M.Phil dissertations, and projects, papers presented for conferences / workshops, and abstracts through Turnitin, Urkund anti-plagiarism software. The students, research scholars, and staff members need to submit the application form endorsed by the respective supervisors/HoDs .

The Library has access to web-based anti-plagiarism software Urkund under Shodhganga project for evaluating research materials.

9.8 Newspaper Clipping Service

The collection of newspaper clippings has been accumulated through daily newspapers on technological developments, our university news and any other useful information.

9.9 Inter Library Loan

Books and other publication which are not available in our library may be procured by the library on loan from other libraries through DELNET.

9.10 Bulletin Board Facility

The Library provides the latest technology updates, details about scholarships, job openings, library information and other useful information to the students through the bulletin boards placed at the entrance of the Library.

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 new technology called Information and Communication Technology (ICT) makes a tremendous impact on the Library's operations, services, users, and staff. In broad terms, the ICT consists of all modern technical means used to store and handle information, communication through the computer, related hardware, communication networks technology, necessary software, etc. ICT is vital to libraries to help achieve their goals towards management of information, effective services and extension of boundaries across the globe.

Libraries are using modern ICT to automate their core functions, implement efficient and effective library cooperation and resource sharing through networks. ICT is used to implement the management information systems (MIS), develop institutional repositories (IR) of digital local content, and digital libraries.

The Library is well equipped with all modern facilities to satisfy the information needs of the readers. It houses 4,35,713 volumes (Print-2,31,460 + 2,04,253 e-Resources) comprising of books, journals, thesis, back volumes, e-resources and non-book materials. It also provides access to 30,387 electronic journals through INFLIBNET and other subscribed sources. The library has been completely automated, well networked with Wi-Fi connectivity and Internet bandwidth of one Gbps through National Knowledge Network (NKN).

Activities: Maintenance of

- IT infrastructure of the Library
- Library Management Software
- Library Website
- Institutional Repository
- Library Servers
- 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 central Library was identified by the UGC for library automation and networking in 1997-98 under INFLIBNET programme. The INFLIBNET Centre provided funding for different phases of information technology infrastructure implementation and training on library automation and networking. Each university was funded with Rs. 6.5 lakhs for purchasing essential hardware and software for library automation and networking. Training was also provided and supported financially for five years including the salaries of the data entry operators and the Information Scientist who created electronic bibliographic records of the existing library collections. The centre promotes automation of libraries, develops standards, creates union catalogues of serials, theses, 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. The Library has procured SOUL software developed by INFLIBNET. It has been actively participating with INFLIBNET by contributing data to their databases. Databases for books, journals and theses have been created.

The Centre established a nationwide Very Small Aperture Terminal (VSAT) based network in December 2002, named UGC-Infonet, in collaboration with the

Internet Service Provider ERNET (Education and Research Network) India which offered internet bandwidth from 256 Kbps to 2 Mbps to the Central Library.

10.2 UGC-INFONET Digital Library Consortium

Libraries are experiencing a “serials crisis” from the continuing rise in the cost of journals, an increase in the number of journals, and the paucity of funds available to the libraries. To address this crisis, the UGC and INFLIBNET established the UGC-Infonet Digital Library Consortium in 2003 with access to a bundle of electronic journals from different publishers. The e-subscription initiative under UGC-Infonet is an important portal for sharing print as well as electronic resources amongst university libraries. Our Central Library was selected by INFLIBNET as a member of UGC-Infonet in the first phase during the year 2004. The Consortium provided current as well as archival access to more than 5,000 peer-reviewed journals and nine bibliographic databases from 23 different publishers (including commercial publishers, scholarly societies, university presses, and aggregators of different disciplines). The consortium is fully funded by the UGC and executed by the INFLIBNET Centre. INFLIBNET functions as a resource centre with an aim to cater to the needs of its members for resources not accessible to them over electronic media or available in print media.

Presently, over 26,512 e-Journals and databases under UGC Infonet consortia that includes major publishers like Taylor & Francis, American Chemical Society, Springer link, JGate, Wiley, Oxford, and Web of Science and other e-resources, exists in our Library.

10.3 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).

10.4 e-Resources Subscription

The Institution subscribes to 3,875 online journals from publishers like EBSCO, IEEE. Various online databases like SCOPUS, J-Gate, DELNET are also subscribed. The library subscribes to nearly 1,73,859 e-books from major publishers like EBSCO Academic collection, Springer, Wiley, Pearson, McGraw Hill and Elsevier Insight.

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

The library signed an MOU with INFLIBNET for contributing Ph.D. theses on Shodhganga. Till date, 550 Ph.D. theses have been uploaded on Shodhganga and old theses have been digitized and made accessible via campus-wide intranet access.

10.6 Electronic Theses and Dissertation lab

The **Electronic Theses and Dissertation (ETD) Lab** was established using the grant provided by UGC under Shodhganga project. The library has started the digitization of materials after the funds sanctioned, by INFLIBNET towards the digitization of theses under the **Shodhganga project**. The Financial assistance of Rs.10.75 lakhs had been sanctioned under this project to set up the ETD lab and for the digitization of M.Phil and Ph.D. theses. The library has completed digitization of 851 theses (124 Ph.D. and 727 M.Phil) under shodhganga project.

Code of Conduct

- Do not connect your mobile or any external device to computers
- Do not install any software without prior permission from the IT team
- Do not download movies or songs
- Do not remove the LAN cord, keyboard or mouse from the computers
- Do not save any document on the desktop
- Keep your mobile on silent mode
- Turn off the computer after your work is completed
- The IT team will not be responsible for any data loss and
- inform the IT team in case of any computer problem.

10.7 Digital Library

The digital library contains collections stored in digital formats and is accessible by computers. The content may be stored locally, or accessed remotely. Digital library collections contain permanent documents. The digital environment enables quick handling and/or ephemeral information.

The Library initiated the digitization of materials using DSpace software and created an institutional repository. This repository has been created using the digitized materials and can be accessed through the intranet facility.

- The publication by the staff from the year 2010-2016 have been digitised and created an institutional repository for access via the intranet
- Since 1958, nearly 3612 Post Graduate theses have been digitized
- The publications of our founder, Dr. T.S Avinashilingam, and first Vice-Chancellor, Dr. Rajammal P Devadas Avargals, have been digitized
- More than 300 rare books from various subject collections have been digitized
- University question papers are also digitized.

10.8 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 to the users enhanced services to control theft, to find misplaced reading material, sorting, inventory accuracy, stock verification procedures, security control, video surveillance, people counter, Smart Card issuance, 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 staff.

10.9 Learning Centre for the Visually-Challenged

The Learning centre 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 learning centre is a unique computer-reading facility for the visually challenged students. The central Library aims to provide barrier-free access and independent reading of library materials to the special

children. The Centre believes that with proper training and opportunity, visually-challenged people can compete on par with their sighted peers.

The Library provides enhanced services to the visually challenged users with assistive technologies. The air-conditioned centre has four computers loaded with software like Job Access with Speech Software (JAWS), Non-visual Desktop Access (NVDA), Kurzweil Reading Machine Software (Visually Impaired/ Low Vision), Magic Software and specially configured hardware such as Read it Wand, Read Easy Move and Seika Braille reading device are accessible for the partially sighted and low vision students.

11. Stack Room /Display Area Management

Collection organization plays a very important role in ensuring the optimum utilization of the books and journals kept in the library. The library has built up a balanced and rich collection on all branches of Science and Technology, Home Science, Social Science and Education. At present, the collection exceeds 1,98,000 books inclusive of several valuable reference books, theses and back volumes of periodicals, non-book materials, online resources, etc. The learning resources are stacked / displayed in the following categories:

- General Stack Area
- Reserve Shelf Collection (consisting of books in high demand)
- Reference Section (consisting of Encyclopedias, Dictionaries, Manuals and text reference)
- Newspaper/Magazine Display Area
- Journal Display Racks
- Thesis/ Dissertation Section

The documents are classified according to the Colon Classification Scheme and indexed according to the AACR II with modification. It is essential that all efforts are

made by the library staff for a pleasant display and quick retrieval of books/journals for the users. The Library ensures that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day. Each unit of the stack has a designated Library Attendant. Shelf reading is done continuously to look for misplaced books
- Books reported as untraceable by users are traced in the quickest possible time with documentation of when the request was received and when it was resolved and
- The stacks are properly labeled with subject guides and class number guides.

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/or damaged documents that need repair, or to weed out from the library collection the items that cannot be repaired further. 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 staff will 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:

“(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 Rs. 1,000/- (Rupees one thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.”

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 staff have roles as information manager and facilitator and not just as a custodian. The Library is kept open up to late evening and weekends with the help of skeletal staff to serve the academic community of the Institute. 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 and
- There may be no objection to the Librarian, 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 not found during stock verifications
- Library staff 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 of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- 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, assets register
- Remove records from databases /update write-off record
- Close file and
- Improve the system with additional precautionary measures.

12.4 Weeding Out

The library periodically verifies the condition of the book 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/ centres of the Institute.

12.4.2 Disposal

- Send the list of discarded publications to departments/centres 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 and
- 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 institute procedure for such disposal.

13 Maintenance of Documents

13.1 Introduction

It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the library staff. Proper care must be taken to avoid any damages. Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents.

To save the time of the users as well as the staff, documents in the library should be arranged in a logical order. Reference documents should be arranged in a separate room, and currently received documents should be displayed in the reference collection room. Other collections may be arranged in such a way that they should meet the needs of the users. Proper dusting and cleaning of documents should be done on a regular basis. User-guides should be put at different places in the library so that users can have access to different parts of the library, like reference room, periodicals room, circulation counter, photocopying room, audio-visual room, book stack, etc.

13.2 Shelving and Shelf Rectification

The library has an open access system, where users have the freedom to pick up documents from shelves. Some users misplace documents intentionally. Sometimes, by mistake, staff also keeps reference documents in general collection or vice versa. There should be a regular checking of the order of arrangement of

documents in the shelves. All misplaced document should be restored to assigned positions. This process is called 'shelf rectification'. Each staff and officer of the library should scan the shelves systematically and shift the misplaced or wrongly shelved documents to their proper locations. If any torn document is found, it should be sent for binding.

The arrangement of all documents should be according to the classification scheme. Movement or arrangement of documents should be parallel to the movement and arrangement of the corresponding shelf-list cards. If a document is transferred from one sequence to another sequence, the cards in the shelf-list should also be rearranged accordingly.

13.3 Care of Documents

The library staff is clearly instructed on the care and handling of library documents, particularly during processing, shelving, and conveyance of documents. The following steps should be taken:

- Bound volumes should not be sorted out from their fore edges, as this process weakens the binding
- Shelves should not be fully packed. If a document will not slide out of the shelf with a gentle push, then the shelf is too-full. A too-full shelf can crack the spines of the book and cause damage when a user tries to remove a volume
- Huge volumes should be kept in a horizontal position
- Dust should not be allowed to accumulate on the documents because the collection of dust causes staining of documents and promotes chemical and biological damage. Cleaning and the use of vacuum cleaner should be done regularly and carefully
- Magnetic discs or documents containing disc(s) should not be kept open or near any magnetic or electric equipment, i.e. tape recorders, air-conditioners, etc. Such materials should be kept in a dust-free, temperature and humidity controlled room
- There are more than 70 varieties of insects that can cause damage to the library materials. The most common are cockroaches, silverfishes, termites, book lice,

bookworms, white ants, mud wasps, moths, etc. Poor housekeeping, excessive moisture and darkness contribute to the problems caused by insects

- The insufficient air circulation combined with dampness or humidity also leads to mould-growth
- Cockroaches disfigure books by eating the varnish and colour of the binding. They eat starch and glue found in papers and book covers. They also excrete a dark liquid that discolors and stains pages or other surface over which they crawl. Borax or common salt can be used to prevent cockroaches
- Silverfish, like cockroaches, are attracted to glues, pastes and other adhesives. Sodium fluoride can be applied to bound volumes to save them from silverfishes. Termites are the more common damaging insects to library materials. They eat cellulose and attack all forms of paper as well as wooden products. They are difficult to detect because they eat into the interior part of the materials leaving an undisturbed outer shell. Spread of kerosene, oil, DDT or gammaxine powder over the affected area can help in the control of termites
- Proper cleaning, fumigation and exposure to sunlight also help in reducing the effect of insects in the library and
- Rats and mice also damage the library materials. Repellants should be used to protect materials from them. Proper pest control can minimize the problems caused by the above insects.

13.4 Binding of Documents

Binding of library materials is done by commercial binders whose services are available in the local market. In this regard, the library decides the specification, terms & conditions of binding, type of binding, color of binding for each type of document.

The Library prepares a list of documents to be bound. These documents along with a gate pass and supply orders are issued to the vendor for binding. After the bound volumes are received from the binder, the library verifies each document, checks the binding, tooling, ensures the proper binding and changes the status in the software. The procedures followed to carry out binding work through binder are as follows:

- 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 and
- 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 Institute. Students and faculty 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 these essential facilities are working at all times and users are not put to any inconvenience.

15 Preventive Measures

Some preventive measures are listed below:

- Closed access to the rare books and specialized collections.
- The exit/entry to the library is monitored.
- Sealing of windows with wire mesh, installation of RFID security gate for detection of the theft, adequate vigilance in the stack rooms, closed-circuit television, monitoring system, introduction of Identity/membership cards for identification of users are followed.

- Adequate numbers of staff in the library for monitoring have been employed.

16 Theses

At present, our library has over 12,000 theses and dissertations belonging to various fields of study such as Home Science, Science, Humanities and Education submitted at the Post Graduate, Master of Philosophy and Post Doctoral level to Avinashilingam Institute for Home Science and Education for Women.

16.2 Activities

- Accessioning and entering bibliographical details with extended abstract on library database.
- Stamping, barcoding and labeling of theses.
- Arrangement and maintenance of the theses collection.
- Assist the users to access the theses for reference purpose.

16.3 Consultation Rules

- These materials can be consulted within the library premises only.
- Photocopying/taking photograph/scanning of the whole or any part of theses are strictly prohibited.

16.4 Digitalization of Theses

- The database of the theses is accessible on the online catalogue by title, author, supervisor, department, year, keyword and
- An institutional repository containing the full text of the theses has been created and this can be accessed within the campus network.

16.4 Shodhganga / Shodhgangotri

Shodhganga is reservoir of Indian theses is a digital repository of theses 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. theses and M.Phil dissertations to the UGC for hosting on the INFLIBNET.

1. The Institution uploads its Ph.D. theses in Shodhganga.
2. The Library gets CDs from the Controller of Examinations as submitted by students.
3. Once it gets the CD, the Library uploads the contents on Shodhganga website.

16.5 Guidelines for Submission of Thesis/ Dissertation

Our Institute 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 theses online in the Shodhganga repository. The Institute is in the process of facilitating smooth implementation of this project

1. Authentication Certificate: Scanned copy of duly filled 'Thesis/Dissertation Authentication Certificate' (Annexure-12) must be signed by the research scholar that the thesis/dissertation contained in the CD/DVD is complete in all respect and is same as submitted in print and has been checked for plagiarism.
2. The candidate shall submit two soft copies to the Institute. The soft copy shall be written on CD strictly in accordance with the instructions appended **(Annexure-13 & Annexure-15)**

3. **Consent Form for Digital Archiving:** Scanned copy of 'Consent Form for Digital Archiving' (**Annexure-14**) duly signed by the research scholar has to be submitted.
4. The CD shall be marked with the details (using permanent marker) such as: year of submission, Reg No., name of the candidate and title of the thesis.
5. In case the candidate is instructed by the Institute to incorporate the corrections in the thesis while resubmitting, the corrected copy CD should be submitted adhering to the point 2.
6. The contents of the Theses and Dissertations are to be verified by the designated library staff in accordance with the guidelines.
7. After satisfactory verification, the designated library staff will upload the thesis in Shodhganga

17 Anti-Plagiarism Software

Plagiarism detection is the process of locating instances of plagiarism in a written work or document. The widespread use of computers and the advent of the internet have made it easier to plagiarize the work of others. The Library has access to anti-plagiarism software from INFLIBNET as the Institute has signed an MOU for Shodhganga. From the year 2014, access is provided to Turnitin & iThenticate, and from the year 2015 access is provided for Urkund software. The library also subscribes to Turnitin software for checking plagiarism.

17.1 Procedure for Plagiarism Check

While submitting the soft copy of the Ph.D. theses for plagiarism-check, the research scholars and supervisors, who are submitting their theses to the Avinashilingam Institute for Home Science and Higher Education for Women are requested to consider the following guidelines (**Annexure-8**).

1. The soft copy of the doctoral theses has to be in PDF or Word file (or as directed from time to time) in a CD
2. Theses covering all the chapters, from the introduction to bibliography/references, shall be in a single file, excluding preliminary pages: declaration, acknowledgment, abstract, list of charts and abbreviations, tables of contents, etc., and succeeding pages: glossary, index, questionnaire, annexures
3. Duration of one day is allowed for scanning the text of the theses and the issue of the report depicting the percentage of similar content
4. In case the percentage of similar content is beyond the permitted limit or any plagiarized content is detected, the researchers have to take appropriate measures under the supervision of their guides as to ensure originality of research content
5. The researchers are required to acknowledge accurately the right authors and sources given in the text within quotes. Uniformity and consistency are to be maintained in rendering bibliographic references. An accepted standard format has to be followed for rendering references
6. The Library will provide plagiarism check service to all research scholars of the Institute and
7. For languages like Tamil, Hindi, French, and other languages, no software is available in our Institution for plagiarism check.

17.2 Plagiarism Check for Staff / Student Publication

The students and staff members are requested to fill the application form **(Annexure-9)** for plagiarism verification and forward it through the concerned head of

the department. The document should be forwarded through email or on a CD. After verification, the hard copy of the report will be issued by the librarian with signature and seal.

17.3 Report to the Readers

The articles received from the readers are verified within a day. The librarian sends the report to the concerned faculty/ student with the following information **(Annexure-10 & 11)**.

18 General Rules

- Silence should be maintained in the library
- All the students / scholars and outsiders entering the library shall keep their bags and other belongings at the entrance
- Only papers and library books to be returned are allowed inside the library
- Do not leave any valuables at the check point
- The Library is not responsible for any loss of personal belongings
- The Identity card is compulsory for getting access to the library. This should be presented in the electronic gate register during entry and exit
- Beverages and eatables are not allowed inside the library
- Using cell phones inside the library is strictly prohibited
- No photographs of the library shall be taken without proper authorization
- Demand and suggestion slips are available at the circulation desk for the users of the Library
- The Library user shall not engage in audible conversation in any part of the library

- Books or other materials taken from the stacks should not be re-shelved by the readers. Books should be left on the reading table after use. Please remember that a document misplaced is a document lost
- Deliberate tampering of RFID tags and unauthorized exit of books will invite severe penalty and
- The librarian reserves the right to suspend the membership of any member found misbehaving with the library staff or any other member.

These rules and regulations are subject to revision / updation from time-to-time without assigning any reason.

Conclusion

The Chairman of the University Education Commission Dr. S. Radhakrishnan said “Library is the heart of all University’s work”. The Library of our Institute motivates the users to acquire knowledge through open reading and enable them to gain knowledge through extra reading. Our Library services thus aim to ensure our users to achieve up-to-date knowledge and march towards excellence in all walks of Life.

Feedback Analysis Report of the Library

Introduction

The development of a nation depends upon the quality of education imparted to its citizen. The motivation to acquire knowledge through open reading is highly anticipated through university students because academic performances of the students depend not only on the teaching methods but also on the knowledge gained by them through extra reading. The Secondary Education Commission (1952-53) states that the library will be the hub and the centre of the intellectual and literary life of the recognized educational Institution.

Dr. S. Radhakrishnan as the Chairman of the University Education Commission (1948-1949) said, "Library is the heart of all the university's work". Research is the major focus of the Universities. University library has to evolve from global knowledge warehouse to service oriented Institutions to fulfil the users' requirements.

The users of the university library system constitute faculty, students, research scholars and educational administrators. The libraries help their users for 'self development', 'fulfilment of curriculum requirements' and 'promotion of study and research'. Users' satisfaction is the prime motto of the library and information centre. In spite of giving much importance to collection, development and provision of enhanced library services, the number of turnout to the library is decreasing. A user study is conducted to improve the resources and services of the Library by circulating feedback forms to the UG and PG students of our Institute. One thousand forms were distributed and 935 responses (UG-697 and PG-238) were collected and consolidated. This is done for identifying the strengths and weaknesses of the library resources and the retrieval techniques. The outcomes of the feedback are enlisted hereunder:

Section A

1. Sections Visited

Section A of the questionnaire contained statements related to general information like status of the student, sections visited, purpose of visit and frequency of visit. The responses were collected, percentage analysis was done and the details are shown in Table 1:

Table-1 Percentage Analysis of Students visited to various sections of the Library

S. No	Section Visited	UG%	PG%
1	Circulation	21	17
2	Reference	18	25
3	ETD lab	1	7
4	Periodical	17	36
5	Reading	43	15
Total		100	100

The results presented in Table-1 shows that 43 percent of the UG and 15 percent of PG students visit the reading hall for referring latest books and reading newspapers, 21 percent of the UG and 17 percent of the PG visit the circulation section for borrowing and returning the books, 18 percent UG and 25 percent of the PG students visit the reference section, 17 percent of the UG students and 36 percent of the PG students visit the periodical section and 1 percent of UG and 7 percent of the PG students visited ETD lab. ETD lab is the section least visited by the users. Though 7% of the students visit the ETD section that is doing PG, it is not much visited by the UG students. This has to be strengthened through proper awareness creation. Thus, the results proved that the PG students are visiting the periodical section often and utilise the latest print journals for their research, seminar, prepare study materials and assignment. The obtained values on section visited are presented as a pie diagram in Fig.1 and 2:

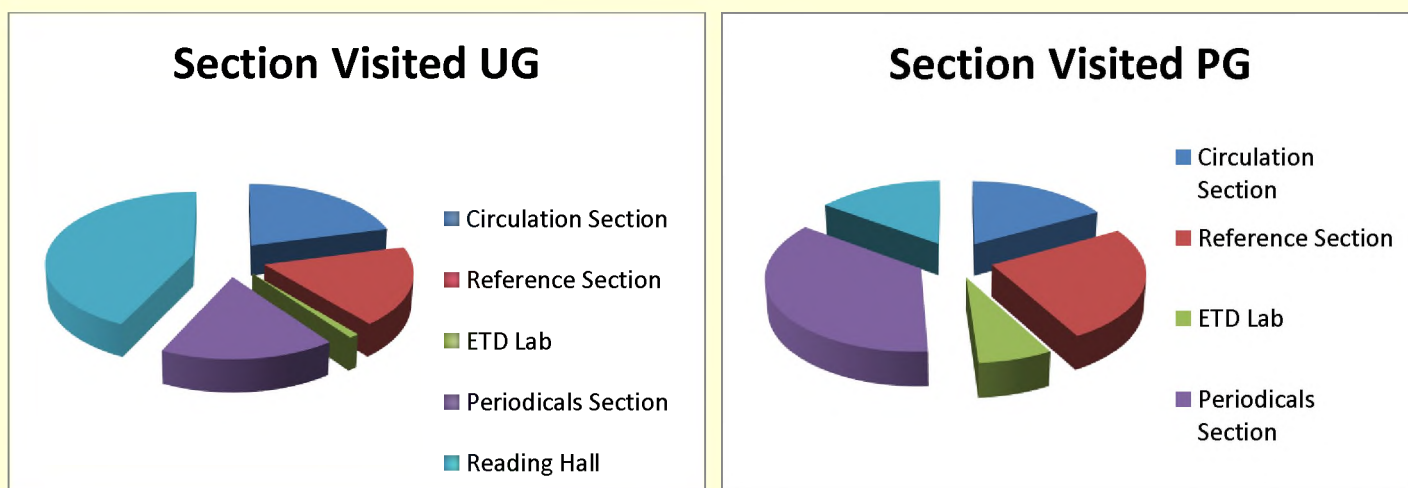


Fig. 1 and 2 Percentage values of Section visited by the UG and PG students of various Schools

2. Purpose of Visit

The purpose of visit of the students were collected, analysed and presented in Table 2:

Table-2 Percentage Analysis of Purpose of visit

S.No	Purpose of Visit	UG%	PG%	Total
1	Reference / Research	43	51	94
2	Borrow Materials	37	27	64
3	Make use of facilities	11	14	25
4	Photocopying	5	6	11
5	ID Cards	4	2	6
Total		100	100	200

The results reveal that the 51 percent of PG and 43 percent of UG students are visiting the library for reference/research purposes, 37 percent of UG and 27 percent of PG students come to the Library to borrow materials, 11 percent of the UG and 14 percent of PG students visit the Library to make use of the facilities like online reading, 5 percent of UG and 6 percent of PG students visit the Library for photocopying and 4 percent of UG and 2 percent of PG students visit the Library for getting their ID cards. Thus, the results revealed that the PG students visit the Library for reference and collect reviews for their dissertation than borrow and photocopy. The obtained values on purpose of visit are presented as a pie diagram in Fig.3 and 4:

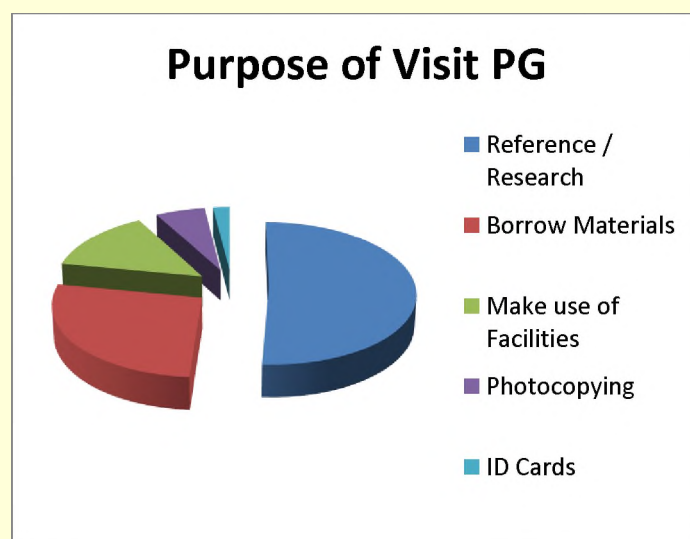
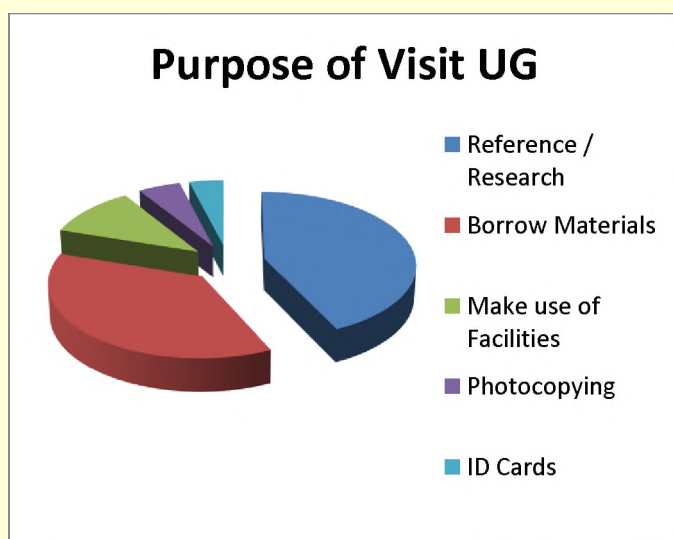


Fig. 3 and 4 Percentage values of Purpose of visit by the UG and PG students of various Schools

3. Frequency of Visit

The details pertaining to the frequency of visit to the Library by the undergraduate and the post graduate students were collected, consolidated and presented in Table3:

Table-3 Percentage Analysis of Frequency of visit

S.No	Frequency of Visit	UG%	PG%	Total
1	Daily	12	56	43
2	Weekly	65	31	121
3	Monthly	23	13	36
Total		100	100	200

The results presented in the Table-3 reveals that the 56 percent of PG and 12 percent of UG students are visiting the library daily and 65 percent of UG and 31 percent of PG visiting weekly, 23 percent of UG and 13 percent of PG visiting the Library monthly once. Thus, the results proved that PG students are frequently visiting the Library than the UG students. The obtained values on frequency of visit are presented as a pie diagram in Fig.5 and 6:

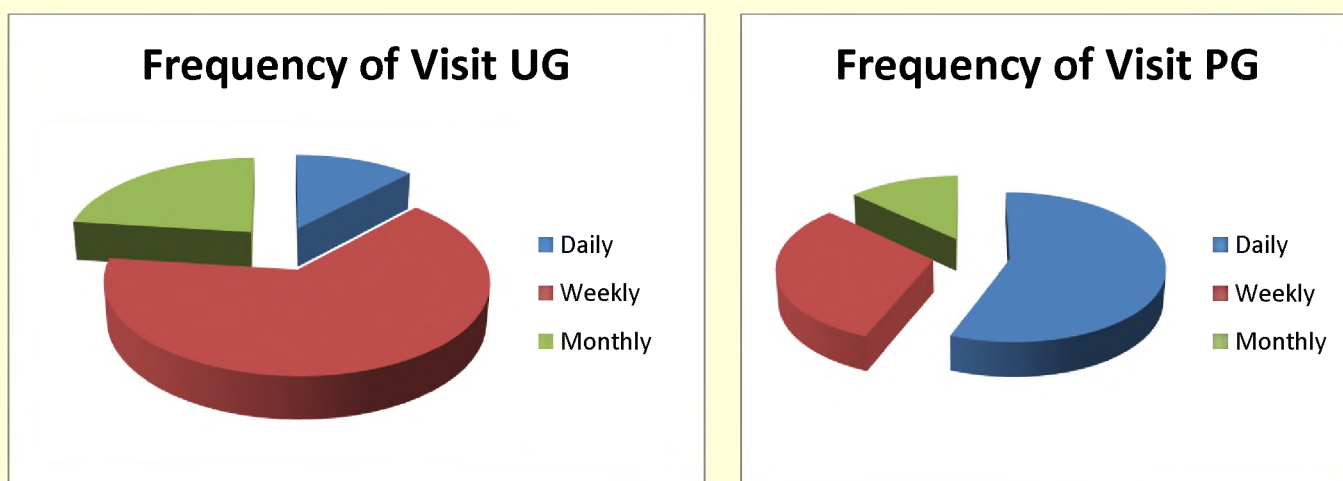


Fig. 5 and 6 Percentage values of Frequency of visit by the UG and PG students of various Schools

Section B

1. Library Staff

This section contains the statement of the attitude of Library Staff towards the students such as response to queries, knowledge and competency, efficiency and promptness and effectiveness in supporting them to retrieve relevant information for their study and research. The data collected from the UG and PG students were consolidated and presented in Table-4:

Table-4 Percentage Analysis of Attitude of Library Staff towards Students

1. Library Staff												
Particulars	Excellent			Good			Satisfactory			Not Satisfactory		
	UG	PG	Total	UG	PG	Total	UG	PG	Total	UG	PG	Total
Response to Queries	27	33	60	52	56	108	19	6	25	2	4	6
Knowledge and Competency	30	38	68	55	53	108	14	6	20	1	4	5
Efficiency and Promptness	30	30	60	52	61	113	17	6	23	1	4	5
Effectiveness	29	40	69	55	51	106	15	4	19	0	8	8

The services of the library staff were assessed on a four point scale, most of the students have given positive comments. Responding to the needs of the visitors of the library, the ability to guide them with adequate knowledge and competency and the promptness in the delivery of services are well appreciated by most (around 80%) of the students (both UG & PG). This enthrals the students to visit the library. The obtained values are presented as a diagram in Fig .7:

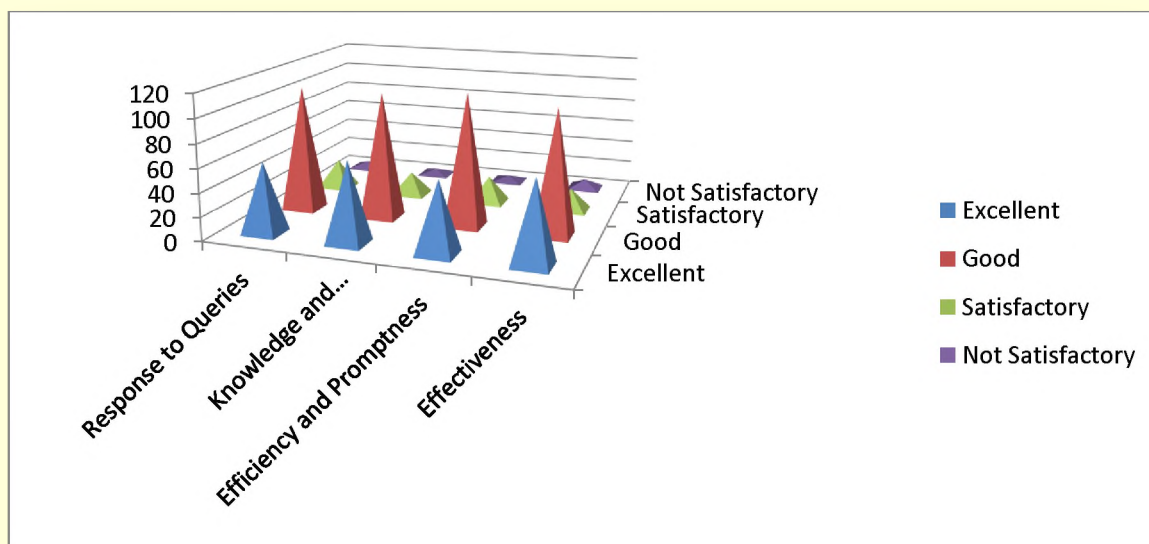


Fig. 7 Percentage values of Attitude of Library Staff towards UG and PG students of various Schools

2. Library Environment

This section contains the statement of the Library Environment such as cleanliness and ambience, Lighting and ventilation and Equipment and facilities. The data collected from the respondents were consolidated and presented in Table-4:

Table-4 Percentage Analysis of Library Environment

2. Environment												
Particulars	Excellent			Good			Satisfactory			Not Satisfactory		
	UG	PG	Total	UG	PG	Total	UG	PG	Total	UG	PG	Total
Cleanliness & Ambience	55	57	112	40	36	76	4	2	6	0.38	4	4.38
Lighting & Ventilation	48	48	96	44	41	85	7	7	14	0.76	4	4.76
Equipment & Facilities	39	46	85	47	40	87	10	10	20	2	2	4

The library environment sounds great in terms of cleanliness, ambience, lighting, ventilation, equipments and facilities. The library is well equipped to handle the UG & PG students with a well established environment conducive for happy learning. Thus, the results proved that cleanliness and ambience are well appreciated by both UG and PG students. The obtained values are presented as a diagram in Fig.8:

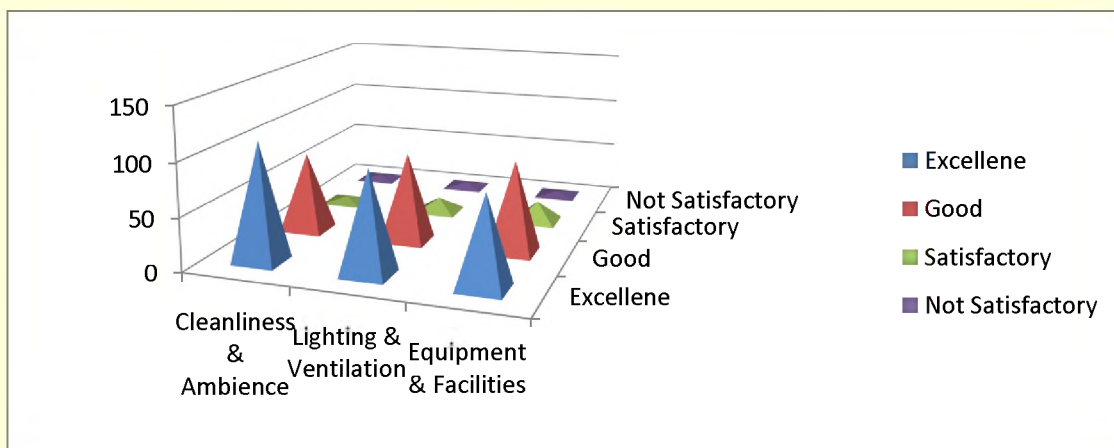


Fig. 8 Percentage values of Library Environment

3. Services

This section contains the statement of the Library Services provided for the students as Online Public Access Catalogue, Clientele assistance, New arrivals display service, Online/Internet service, Circulation service, Reference service and Periodical service. The data collected from the respondents were collected and presented in Table-5:

Table-5 Percentage Analysis of Library Services

3. Services												
Particulars	Excellent			Good			Satisfactory			Not Satisfactory		
	UG	PG	Total	UG	PG	Total	UG	PG	Total	UG	PG	Total
OPAC	25	34	59	56	50	106	15	13	28	4	2	6
Clientele Assistance	24	36	60	55	54	109	18	6	24	1	4	5
New Arrivals Display Services	28	34	62	47	53	100	21	10	31	4	2	6
Online / Internet Services	25	33	58	47	54	101	21	11	32	7	3	10
Circulation Services	25	39	64	55	52	107	18	7	25	2	3	5
Reference Services	33	34	67	49	58	107	14	4	18	2	3	5
Periodicals Services	29	38	67	54	56	110	15	2	17	2	1	3

The results reveal that among all the services the reference and periodicals are outnumbered than the other services. The services provided by the Library motivates to students to visit the Library. The online and internet services are to be improved. The obtained values are presented as a diagram in Fig.8:

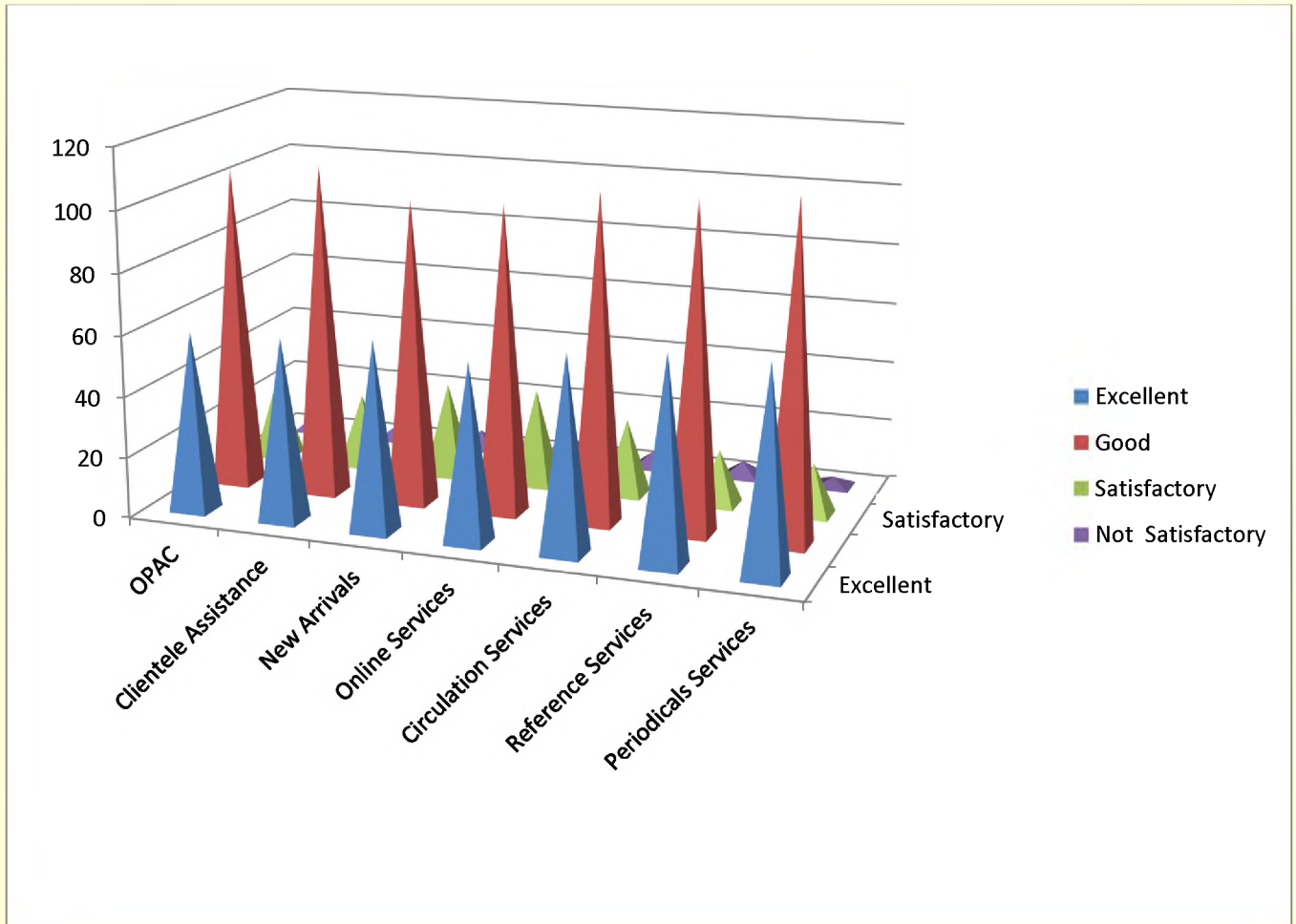


Fig. 8 Percentage values of Library Services

4. Collection

This section contains the statement of student views about Library collection such as sufficiency and availability, recency/updatedness, physical condition and variety. The data collected, consolidated and presented in Table-6:

Table-6 Percentage Analysis of Library Collections

4. Collections												
Particulars	Excellent			Good			Satisfactory			Not Satisfactory		
	UG	PG	Total	UG	PG	Total	UG	PG	Total	UG	PG	Total
Sufficiency & Availability	32	37	69	51	55	106	14	6	20	2	4	6
Recency / Updatedness	29	34	63	51	55	106	14	7	21	5	4	9
Physical Condition	33	38	71	51	49	100	13	9	22	44	2	46
Variety	34	38	72	50	53	103	14	8	22	2	1	3

The result reveals that the collections of the library is good as expressed by most of the students wherein the physical condition alone is looked down by 44% of PG students. The physical condition shall be improved further. But for the physical conditions, variety, updatedness and sufficiency have scored well. The obtained values were presented as a diagram in Fig.9:

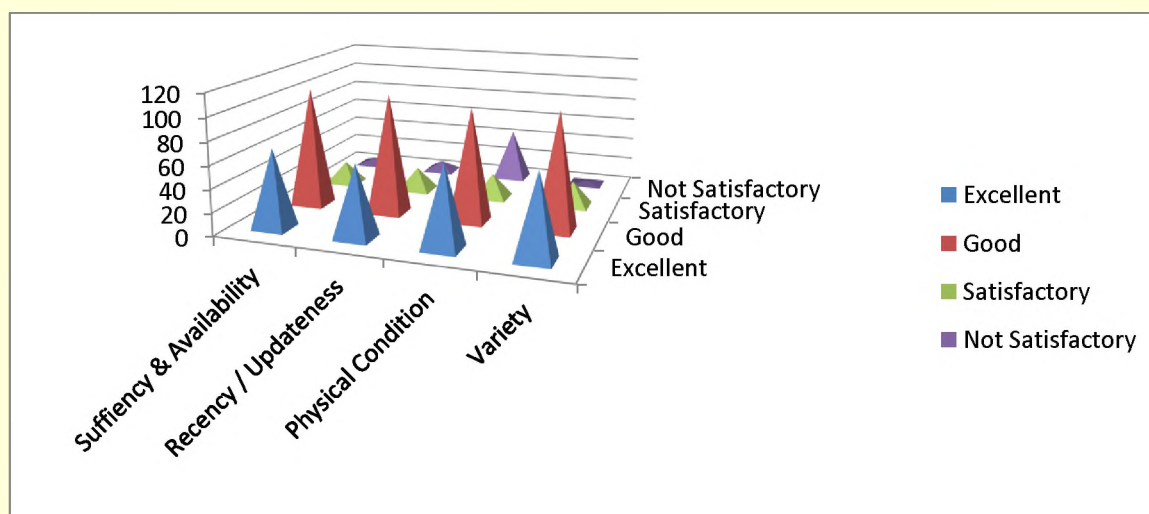


Fig. 9 Percentage values of Library Collections

5. Overall Impressions

The Overall impressions/opinion of the Library includes collection, services, facilities and manpower of the Library. The data collected from the students were consolidated and presented in Table-7:

5. Overall Impression											
Excellent			Good			Satisfactory			Not Satisfactory		
UG	PG	Total	UG	PG	Total	UG	PG	Total	UG	PG	Total
35	41	76	54	50	104	10	8	18	1	0	1

The Overall Impression of the Visitors of the Library Sounds Excellent (38%) and Good (52%). This is the welcoming feature of the Library.

Apart from the objective responses, suggestions were sought on improving the services of the library in the following areas and are summed up here

Particulars	Suggestions given by the students	
	UG	PG
Library Staff	<ol style="list-style-type: none"> 1. Kind and responsive 2. Need good interaction 3. Active and helpful 4. There must be sufficient staff in each sections for the convenience of the students 	<ol style="list-style-type: none"> 1. Staff are good and approachable 2. More staff shall be present for better Service 3. Guiding properly 4. Permit the students during free hour without the letter of the staff-in-charge 5. Library staff should respond to queries in a proper manner

Environment	<ol style="list-style-type: none"> 1. Clean environment but ventilation is not enough 2. Good and excellent for reading and writing 3. Good atmosphere with pleasant surrounding 4. Peaceful environment 5. To be more ventilated and spacious 	<ol style="list-style-type: none"> 1. Environment is good and its properly maintained 2. Peaceful to study and research, Space Needed 3. Good atmosphere with pleasant surrounding 4. Water Doctor is the need of the hour inside the library 5. On Air conditioner all the time
Services	<ol style="list-style-type: none"> 1. Adequate services are provided 2. Online public Access (OPAC) catalogue is very useful 3. Photocopying service is good 4. Renewal of books to be permitted 5. Reference books to be issued 	<ol style="list-style-type: none"> 1. Reference Service is good 2. Increase the number of books to be Issued 3. Document Delivery Service is Excellent 4. Need support in collecting reviews 5. Circulation timing to be extended on holidays
Collections	<ol style="list-style-type: none"> 1. Need more books in reference 2. Update the latest version 3. Collection of Books are Sufficient 4. Concentrate on New arrivals and Syllabus oriented books 5. Recent books are not available be updated 	<ol style="list-style-type: none"> 1. Reading books needed 2. New books are added to the collection 3. Rare collections are present useful for English literature students 4. The collections are relevant and helpful to the user at the optimum 5. Syllabus oriented and latest books to be added
Overall	<ol style="list-style-type: none"> 1. Our Library is excellent 2. Library books and infrastructure is excellent 3. Good to have such a library in our University 4. Should have the updated books 5. To improve some traditional book collections 	<ol style="list-style-type: none"> 1. Books should be issued all the time irrespective of holidays 2. Best user Award is very impressive 3. Fine amount to be reduced 4. Allow the students in all sections of the Library during holidays 5. Change all the furniture, Issue counter, long queue

Major outcomes of the Survey

1. More staff shall be present in each section for better service
2. Increase the number of books, reference books to be issued
3. Syllabus oriented and latest books, Foreign Author Books to be added in the collection

4. Circulation timing to be extended, Renewal of books to be permitted
5. Change of furniture, issue counter and water doctor needed inside the library
6. Fine amount to be reduced

Conclusion

Today's young generation are spending much of their time on social media. Inculcating reading habits among youngsters is the need of the hour. The Library is conducting user awareness programmes for the students about the resources and services of the Library every six months and motivates the users to make use of the resources for the personal growth and nation building activities. Hence it is necessary to conduct user studies on regular basis and to get feedback from the users to evaluate the existing services and introduce new services. The significant role of librarian is to provide efficient and effective service to the user at the right time by reducing the real time by facilitating and be user friendly. The survey enlightened us that the users are moving forward towards digitalisation and some of the services of the library has to be revamped through more focus on creating awareness. As the results reveal that the ETD lab facilities has to be improved and made user-friendly. The periodicals and the circulation sections shall be facilitated through allocating more manpower. More attractions have to be carried out through digital tools and user awareness programme. Let us march towards the digitized world with innovative library services.

ANNEXURES



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Annexure-1

LIBRARY

BOOK/E-BOOK RECOMMENDATION/INDENT FORM

(Please use additional forms if necessary)

Department.....

Date.....

Supplier's Name

Budget / Grant.....

S. No	Authors	Title	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)
(Seal)

Signature of the HOD
(Seal)

Signature of the Dean
(Seal)



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Annexure-2

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 September every year
 3. Subscription will be considered depending upon the priority/ fund availability/ special approval
 4. Default subscription period is next calendar year
 5. Applicable for current subscription only.

S. No	Name of the Journal with 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)
(Seal)

Signature of the HOD
(Seal)

Signature of the Dean
(Seal)



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Annexure-3

Library
Vendor Registration Form for Supply of Books

I/We _____ the Proprietor(s) Others
(Please specify) _____ of the firm/company submit. The
following particulars of the firm for registration as book suppliers to the
Avinashilingam University Library.

1. Firm's Name _____

Address _____ Telephone 1. _____
_____ 2. _____

Email 1. _____ Mobile _____
2. _____ Fax _____

2. Properties' Name _____

Address _____ Telephone 1. _____
_____ 2. _____

Email 1. _____ Mobile _____
2. _____ Fax _____

3. Nature of Business : Bookseller Publisher Online Bookstore
Others (Please Specify) _____

4. Type of Establishment : Proprietary Ltd. Company
Others (Please Specify) _____

5. Date of Establishment _____

6. Financial Turnover (Per anum) _____

7. PAN / TAN No. _____

8. Name as given in the PAN Card. _____

9. Memberships of Association etc. (Please give details National/State Level
Professional Associations only).

List of Documents (Self attested) enclosed. (Please give Serial Nos of documents
attached.....)

1. Copy of PAN/TAN Card
2. Copies of Income Tax Return of last three years, if PAN Card is not in the name of the firm.
3. Copy of Registration / Incorporation Certificate of the firm.
4. List of Publishers Represented by the firm, if the firm is a distributor.
5. Copy of membership certificate of Associations etc. (National/State Level Professional associations only).
6. List of Universities and Research Institutions which are regular clients of the firm.
7. Terms and Conditions prescribed by the University, signed by the Proprietor of the firm as a token of acceptance.

UNDERTAKING

I/We undertake that:

1. I/We shall participate actively in the supply of books to the University and agree to the display and sale of latest relevant books at the library of the faculty/department whenever the University Library organizes such event(s).
2. The information given above is correct. Any change in the above information shall be intimated immediately.
3. I/We have carefully read the terms and conditions for registration and supply of books to the Avinashilingam University Library System as amended from time to time and agree to supply books to University on the term and conditions prescribed by the University.
4. I/We shall be liable to action as deemed fit by the University for any misrepresentation or suppression of facts, malpractices if any, adopted by the firm or its employees whenever such acts are noticed.

Signature of the Proprietor

Name

Seal

Date:

Place:

Terms and Conditions for Book Suppliers

- a. All books carry a discount as per the agreed terms
- b. The order should be acknowledged within 7 days from the receipt date of order.
- c. If a book is ordered from abroad, it should be informed to us before sourcing it
- d. The ISBN number and year of edition should necessarily be stated against each title in the Bill
- e. Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available
- f. Damaged books, books with missing pages shall have to be accepted by the supplier on return even if they have been stamped for accessioning
- g. The book should not be sent by V.P.P.
- h. The maximum time limit for supply of book is 60 days
- i. The order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within the mentioned period
- j. You should certify on the Bill that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the bill
- k. In case of cheating by charging more than actual price, the University can punish by blacklisting the supplier
- l. The Bills should be submitted in triplicate addressed to The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore
- m. The Bill should contain the suppliers TAN No., PAN No., RTGS/NEFT
- n. During the time of submission of bills, the supplier shall append the declaration on the bill, that-
 - a. Only latest editions of the books etc. have been supplied
 - b. The actual prices of publications have been charged without any handling/postage charges
 - c. These are not remaindered titles/damaged books with missing pages. The Indian/Low priced editions of these publications (if foreign) are not available in India

Place:

Date:

Signature of the Proprietor with seal



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Library

Annexure-4

Vendor Registration Form for Supply of Journals

Sl. No.	Item
1.	Name of the Agent / Vendor Complete Postal Address With Tel. No. / Fax / E – Mail
2.	Annual Turn Over (Last three years) PAN NO. TIN NO. RTGS/ NEFT
3.	Income Tax Return proof (Latest three)
4.	Name of Publishers, Whom you represent as (Attach list) i. Exclusive Agent ii. Preferred Agent
5.	Whether Affiliated by “ The Federation of Publishers & Booksellers Associations in India
6.	List of Five most Important Academic/ Research Libraries Who Are Your Customers (Attach at least two letters from the Librarians regarding satisfactory supply)
7.	How much time you will take in supply of journals to institute from date of publication
8.	Certificate of successful execution of single order (worth more than 10 lakh) in respect of institutions where executed (Attach copy of orders)
9.	Name of preferred postal/ courier service for the supply of print journals
10.	Library expects that all payment to the publisher would be done by electronic transfer at your own cost. Do you agree?
11.	Discount in % offered over published price and any other notable service offered by your firm (without affecting service quality)

Declarations:

- I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application form are true to the best of my /our knowledge and that I/We shall be bound by the acts of the duly constituted authority.
- Mr. Designation
Whose Signatures are given below is an authorized representative of the firm.
- I/We also undertake the responsibility to communicate all subsequent changes in the constitution of Working of the firms, affecting the accuracy of the facts stated above.
- I/We also agree to the terms and conditions (Annexure-1) for supply of the journal to Avinashilingam University Library, Coimbatore.

Place:

Authorized Signatory

Date:

Firms' Seal

LIBRARY

GENERAL TERMS AND CONDITIONS FOR JOURNALS

1. Timely supply of issues of journals
2. In order to avoid loss of transit the library shall prefer to receive all journals by speed post / courier.
3. The subscription agent shall supply the journal issues addressed to **“The University Librarian, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043”**
4. The subscription agent may offer any discounts/ concessions applicable to academic institution wherever possible
5. The agent should submit the bill in triplicate in the name of The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043
6. No postage, handling and service charges will be paid to the agents
7. All the complaints should be attended within the reasonable time
8. The agent will remit the full subscription to the publisher on behalf of the Avinashilingam Institute, Coimbatore before submitting bills of journals for advance payment and will submit documentary evidence for such remittance and supply orders
9. Full advance payment shall be made against all the bills of journals, bills should accompany the price-proof of journals
10. University will release advance payment only after the receipt of **Bank Guarantee drawn from a Nationalized Bank for** 10% of the subscription value as security deposit. This deposit may be released after completion of supply of journal issues and after adjusting the dues , if any
11. Supplementary bills shall not be submitted, except when subscription rate is changed by the publisher and revised rate is paid by the supplier. Such a revised rate shall be paid by the University on production of documentary evidence.
12. Conversion rate of RBI / Nationalised bank as on date of subscription are applicable for all payments

13. The payment is made through the form of Draft / Cheque / Wire Transfer
14. The payment acknowledgement should be submitted to the librarian within 30 days from the date of receipt of advance payment from the university
15. If there is any discrepancy or inability to process our orders on time, the same should be intimated immediately to the Institute
16. The period of subscription is for one calendar year January to December for all the journals. Supplementary volumes if any published during the year may also be supplied
17. All journals/issues should normally be supplied within **one month from the due date of publication.** Whenever the journals are not received by the University even after one month from the actual date of publication, the agency should indicate the reasons for delay, with proof of actual date of publication intimate along with the reply.
18. Claims for missing issues of journals shall be made within 90 days of the publication of issue, if it is supplied directly by the publisher. In case of delivery by subscription agent the supply will be reviewed every quarter by the Library and agent.
19. The agency will be given 18 months time in total, starting from the commencement of subscription, to settle all the missing issues and gaps in supply. If the Journals/issues, subscribed but not received within the stipulated time mentioned, appropriate/proportionate cost should be refunded to the University by the subscription agency, irrespective of the refund by the concerned publishers.
20. In the event of loss of any issues of the Journals which occurs during the transit, postage, courier, etc. for any other reason whatsoever, the Supplier shall replace all such copies as may have been lost in transit, etc. to the University without any extra charges.
21. If the publication of the Journal is behind the schedule, the same should be informed accordingly along with the expected date of availability.

22. The Subscription Agent(s) should ask the publisher of the journal to provide the online access of the journals which are subscribed in print with online by the university or are free with print subscription.
23. For on-line access of the journals (free on-line is available along with subscription of print), the agent will have to provide the technical support. The access to be provided by IP authentication. IP range will be provided at the time of placing the order
24. If the Supplier receives any supplements including Soft Copies, CDs and gifts offered by the respective publishers along with any particular journals, these are to be treated as part and parcel of subscription and the same should be sent to the University.
25. Every month the agent will submit a status report giving the details of the journals supplied during the month along with action taken on the pending supplies.
26. Every three months reconciliation of supply shall be made by the library and the agent
27. In the case of any dispute or misunderstanding arising out of this agreement, the decision of the Vice Chancellor of the University shall be the final and binding to the suppliers including fixing of penalty for any violation of this agreement
28. The Subscription Agent(s) would send a signed agreement on a non-judicial stamp paper of Rs 100/- mentioning all the above terms and conditions in it.
29. The agent shall sign the terms and condition of subscription to journals if it is acceptable to him. Any other conditions imposed by the agency on its own after the agreement will not be valid.

Place:

Date:

Signature of the subscription agent with seal

BOOK ORDER FORMAT

From: The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women University, Coimbatore - 641043.	To: Book Seller Address
---	---------------------------------------

AU/LIB/Books/2017-18/

Date:

Dear Sir/ Madam,

Sub: Purchase of books – Department Name - Supplyorder No. - Reg.,

Kindly arrange to supply the latest edition of the books as per the list enclosed herewith so as to receive by us not later than 20 days.

- a. The bill, in triplicate, after allowing a discount of not less than **25%** may kindly be forwarded to “**The Registrar, Avinashilingam Institute for Home Science and Higher Education for Women, Coimbatore-641043.**”
- b. The ISBN number and year of edition should necessarily be stated against each title in the invoice.
- c. The price proof i.e. import invoice/purchase invoice signed by you and with your seal should be enclosed along with the invoice.
- d. It may be noted that, if any title supplied by you is found to be remainder title, action will be taken against your firm.
- e. Postage, freight, forwarding and other charges will have to be borne by you.
- f. The book should not be sent by V.P.P.

The following certificates should be furnished with the Bill:

- Certified that the books supplied as per this invoice are of latest edition and not reminder titles
- Certified that the prices charged in this invoice are correct and are according to the publisher’s catalogue. The conversion rates quoted are the latest as decided by the Good Offices Committee of UGC and as prevailing on the date of your firm order for supply
- Certified that special prices / concessional prices (wherever applicable) /purchase prices only have been charged

Bills without the above certificates and enclosures will not be processed for payment. The reference No. and date of this order should be quoted in your credit bill without fail and you are requested to send us an advanced stamped receipt for the Bill amount claimed by you separately

The receipt of this order may please be acknowledged and your willingness to affect the supply of books within the given date, if not supplied already may be confirmed by return of mail/post.



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore - 641 043, Tamil Nadu, India

LIBRARY
Books Lost / Damaged Report Form

Annexure-6

USER INFORMATION:

Roll No. : _____	Course/Dept.: _____
Name of Member: _____	Branch: _____
E-mail: _____	Mobile: _____
Date Reported: _____	Signature: _____

LOST/DAMAGED ITEM INFORMATION:

Accession No.: _____	Call No.: _____	Due Date: _____
Book Title: _____		
Author(s): _____	Edition: _____	
Publisher: _____	Year: _____	

PLEASE TICK MARK (✓) APPROPRIATE OPTION:

BOOK REPLACEMENT I will replace the lost book with an identical book (title, edition, year, etc) within 15 days of the date reported. Signature: _____
PAYMENT FOR LOST BOOK OR BOOK DAMAGED BEYOND REPAIR <input type="checkbox"/> I will pay the penalty as per library rules within 07 days of the date reported. Cost: _____ Dt. of Acquisition _____ No. Years: _____ Recovery Amt. (Rs.) _____ (To be determined by Library) Signature: _____
PAYMENT TO RECTIFY DAMAGE TO THE BOOK <input type="checkbox"/> I will pay for the cost to rectify damage to the book within 07 days of the date reported. Cost to rectify damage _____ Signature: _____ (To be determined by Library)

OFFICE USE ONLY:

Library staff may please be tick mark (✓) appropriate option and give details:
<input type="checkbox"/> PAID Paid Amount (Rs.): _____ Receipt No. : _____ Date: _____
<input type="checkbox"/> BOOK REPLACED with same edition. If edition or year differs then give details below:
Library Staff Signature with date: _____
Library Staff Name : _____ I/C (Circulation)



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

LIBRARY

Annexure-7

Book Recovery Notice

Date: _____

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.	_____	_____	____/____/____
		Fine= _____ (____ Days)	
		Cost= _____	
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 the Dean

Chairman of the Library Committee



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Annexure-8

REQUISITION FORM FOR PLAGIARISM VERIFICATION
THESIS / DISSERTATION

To,
The Librarian

Subject: Request for Plagiarism check report of M.Phil. dissertation / Ph.D. thesis

Respected Madam,

I am submitting herewith a softcopy of my M.Phil. dissertation / Ph.D. thesis. You are kindly requested to check plagiarism and issue me a report to that effect.

Name of the Research scholar: Ms. _____

Department : _____

Address : _____

Title of the M.Phil. dissertation / Ph.D. thesis : _____

I declare that, I am aware of anti-plagiarism policy of Avinashilingam University, I further declare that the soft copy being submitted for plagiarism check is the same as print copy of dissertation / thesis.

1. Signature of Research Scholar:

Date of Registration:

Mobile No:

Email Id:

2. Signature of the Research Guide :

Designation:

Mobile No:

Email Id:

Forwarded by the HOD:

Department:



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)

Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B

Coimbatore – 641 043, Tamil Nadu, India

Annexure-9

Requisition Form for Plagiarism Verification (Other than Thesis)

Staff / Student / Research Scholar

ORIGINAL / REVISION ()

PLEASE NOTE

- ❖ EMAIL Your document to - plagiarismcheck@avinuty.ac.in
- ❖ The SIMILARITY REPORT will be sent to you through same mail. It requires minimum half a day.
- ❖ Your document should be FINAL and ready for submission.
- ❖ Document should consists of only chapters (Introduction to Conclusion) in Word format
- ❖ This service is limited to university academic community.

Name (Staff/Student/Research scholar)	
Class	Faculty/ Ph.D. / M.phil. Enrolment ID:
Department	Mobile :
Email ID	
Type (Tick in box)	Abstract <input type="checkbox"/> Paper <input type="checkbox"/> Project <input type="checkbox"/> Conference <input type="checkbox"/> Journal Article <input type="checkbox"/>
Write in CAPS	
Title of Abstract/Paper/Theses/Dissertation/ Project/Conference/Journal Article	

Recommended and forwarded to the Library for similarity verification of the above documents through **URKUND**.

Date :

SIGNATURE OF SUPERVISOR/HEAD

Signature and date of the Library Staff



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

PLAGIARISM REPORT (THESIS)

Annexure-10

1.	Name of the Research Scholar			
2.	Roll No. and Year of Registration			
3.	Department			
4.	Name of the Research Guide			
5.	Title of the Thesis / Dissertation			
6.	Similarity Content (%) identified	Introduction/ Review of Literature	Materials and Methods	Results/ Discussion/ Summary/ Conclusion
	Acceptable maximum limit (%)			
7.	Software Used			
8.	Date of Verification			

Checked by

Librarian Signature:

Date:



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Annexure-11

PLAGIARISM REPORT (OTHER THAN THESIS)

1.	Name of the Staff / Student/ Research Scholar	
2.	Class	Faculty/ Ph.D. / M.Phil. Enrolment ID:
3.	Department	
4.	Type	Abstract <input type="checkbox"/> Paper <input type="checkbox"/> Project <input type="checkbox"/> Conference <input type="checkbox"/> Journal Article <input type="checkbox"/>
5.	Title of the Paper	
6.	Similarity Content (%) identified	
	Acceptable maximum limit (%)	
6.	Software Used	
7.	Date of Verification	

Checked by

Librarian Signature:

Date:

- In case of languages like Tamil, Hindi, French, etc. on which no software is available for plagiarism report cannot be generated



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

THESIS/DISSERTATION AUTHENTICATION CERTIFICATE Annexure-12

Name of the Research Scholar	
Roll No.	
Degree	
Department	
Guide	
Thesis/Dissertation Title	
Date of Submission	

I hereby certify that the Ph.D./ M.Phil. thesis/dissertation contained in this CD/DVD is in accordance with the guidelines issued by Avinashilingam University for this purpose and complete in all respect, It is also certified that it is same as submitted in print and has also been checked for plagiarism using Urkund - anti plagiarism software.

1. **Signature of the Research Scholar :**

2. **Signature of the Research Guide :**

Place:

Date:

Forwarded by the HOD:

Department:



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

THESIS/DISSERTATION METADATA FORM

Annexure-13

1.	Department	
2.	Guide	
3.	Name of the Researcher	
DEGREE DETAILS		
4.	Registration Date	
5.	Complete Date	
6.	Awarded Date	
THESIS DETAILS		
7.	Title	
8.	Alternative Title (or subtitle)	
9.	Abstract (Enclosed)	
10.	Note	
11.	Subject Keywords	1. 2. 3.
12.	Language of the thesis	
13.	Coverage	
14.	Citation Reference	
SUBMISSION DETAILS		
15.	Size	
16.	Dimension (eg. 35 cm)	
17.	Accompanying material, if any (CD/DVD)	

Signature of the Research Scholar

Signature of the Research Guide



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

CONSENT FORM FOR DIGITAL ARCHIVING

Annexure-14

Name of the Research Scholar	
Roll. No.	
Degree	
Department/Centre	
Guide/Supervisor(s)	
Thesis/Dissertation Title	
Date of Submission	

1. I am the sole owner of copyright on this thesis/dissertation. The Avinashilingam University library is hereby granted, non-exclusive, royalty-free and non-transferable rights to make available, in full or in part without any modifications, this thesis/dissertation in electronic/printed form for public use at no charge. Any use of material from this thesis/ dissertation must be accompanied with appropriate citation.
2. As per AU Rules, Open Access/Intranet access to thesis/dissertation will be available after 3 years embargo period. However, notwithstanding, I wish to allow open access to my thesis/dissertation.

(a) Immediately after the award of degree	
(b) 1 Year after the award of degree	
(c) 2 Years after the award of degree	

Signature of the Scholar :

Signature of Guide :

Place:

Date:



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

Annexure-15

GUIDELINES FOR WRITING Ph.D THESIS ON CD

1. All the files in CD shall be in PDF/A format, with OCR enabled
2. There shall be two folder in the CD- the first folder named as “Thesis as a single file” and inside this folder, the whole thesis shall be saved as a single PDF/A document with following file name: Year REG. No Name of Candidate Brief Title. pdf. (For instance – 2016_4675_Rajeshp_StudyOnPSTD.pdf.)
3. The second folder shall be named “Thesis as sectioned files” and inside this folder, different section of the thesis shall be saved as separate PDF/A files as follows.
 01. TitlePage
 02. Certificates & Declaration
 03. Acknowledgements
 04. Preface or Abstract (if any)
 05. Table of Contents
 06. List of Tables & Figures
 07. Abbreviations/Symbols/Notations/Nomenclature (if any)
 08. Introduction (if any)
 09. Chapter 1
 10. Chapter 2
 11. Chapter 3
 12. Chapter 4 This style may be continued, if there are more chapters
 - A1. Appendices (if any)
 - A2. References/Bibliography
 - A3. List of Publications/Paper Presented (if any)



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

LIBRARY

Annexure-16

REQUISITION FORM FOR IDENTITY CARD

(Staff Members)

Fill in Capital Letters

ID. No.: _____ **Date:** _____

Name in Full Ms./Mrs./Dr. : _____

Designation : _____

Department : _____

Date of Birth : _____

Blood Group : _____

Father's Name : _____

Present Address : _____

Permanent Address : _____

Mobile Number : _____

Email Id : _____

Signature : _____

Library Use:

Member Code : _____ **Date:** _____

Receiver's Signature

Signature of the Librarian



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

LIBRARY

Annexure-17

REQUISITION FORM FOR IDENTITY CARD
(Students)

Fill in Capital Letters

Roll No.: _____ **Date :** _____

Name of the Student : _____

Class : _____

Date of Birth : _____

Blood Group : _____

Address : _____

(Any Changes) _____

Mobile Number : _____

Email Id : _____

Reason for Request ID Card: _____

Card Lost /Card Damage

Date of Request : _____

Payment Details:

Amount	Name of the Bank	Challan No.	Receipt No.

Librarian Signature

Student Signature



Avinashilingam Institute for Home Science and Higher Education for Women
(Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)
Re-accredited with 'A' Grade by NAAC. Recognised by UGC Under Section 12 B
Coimbatore – 641 043, Tamil Nadu, India

LIBRARY

LIBRARY FEEDBACK/SUGGESTION FORM

Dear Users,

Annexure-18

I thank you for your continued help and support of the library and its staff. I request you to kindly give us a few minutes of your time for feedback. This feedback will help us to reflect and improve, so please offer us your views. Please tell us about things like whether the collection of books in the library meets your needs, and the overall functioning of the library system. We thank you for your support and your time.

SECTION A: General Information

- Name** :
- Roll No & Branch** :
- Date** :
- Status in the Institution** : UG PG M.Phil. Ph.D... Others
- Section Visited** : Circulation Reference ETD lab
 Periodical Reading
- Purpose of Visit** : For reference/research purposes
 To borrow materials
 To make use of facilities (ex. Online, CD-Rom etc.)
 Others _____
- Frequency of Visit** : Daily Weekly Monthly
 Others _____

SECTION B: Feedback

Help us evaluate our services by checking the appropriate answer:

1. LIBRARY STAFF:

Response	:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
Knowledge & Competency	:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory
Efficiency & Promptness	:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory

Effectiveness : Excellent Good Satisfactory Not Satisfactory

2. ENVIRONMENT:

Cleanliness & Ambience : Excellent Good Satisfactory Not Satisfactory

Lighting & Ventilation : Excellent Good Satisfactory Not Satisfactory

Equipment & Facilities : Excellent Good Satisfactory Not Satisfactory

3. SERVICES:

OPAC
(Online Public Access Catalog) : Excellent Good Satisfactory Not Satisfactory

Clientele Assistance : Excellent Good Satisfactory Not Satisfactory

New Arrivals
Display Services : Excellent Good Satisfactory Not Satisfactory

Online/Internet Services : Excellent Good Satisfactory Not Satisfactory

Circulation Services : Excellent Good Satisfactory Not Satisfactory

Reference Services : Excellent Good Satisfactory Not Satisfactory

Periodical Services : Excellent Good Satisfactory Not Satisfactory

4. COLLECTIONS:

Library Collection is

Sufficiency & Availability : Excellent Good Satisfactory Not Satisfactory

Recency/ Updatedness : Excellent Good Satisfactory Not Satisfactory

Physical Condition : Excellent Good Satisfactory Not Satisfactory

Variety : Excellent Good Satisfactory Not Satisfactory

5. Overall Impression : Excellent Good Satisfactory Not Satisfactory

6. Do you have any suggestions on how we can serve you better?

Library Staff :

Environment:

Services:

Collections:

Overall :

THANK YOU FOR YOUR TIME!!!

You may also send your questions, Comments and suggestions to: library@avinutv.ac.in

Signature



The gift of knowledge is the highest
gift in the world

– Swami Vivekananda

A good library is a place,
A place where the lofty spirits of
all nations and generations meet

– Samuel Niger

Reading is a basic tool in the living of
a good life

– Mortimer J Adler



As long as one keeps searching



Traditional Values . . .
Ranganathan's Five Laws . . .

- **Books are for use**
- **Every reader his [or her] book**
- **Every book its reader**
- **Save the time of the user**
- **The library is a growing organism**



S. R. Ranganathan
Ranganathan
*1892 - 1972**

SOURCE: www.libindia.com

Phone : +91 422 2435649
Email : library@avinuty.ac.in
Website : <http://aulibrary.avinuty.ac.in/>