	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR LIBRARY</b>		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/38
	Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 1 of 2

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

**Objective:** To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal.

**Procedure:**

- All the HODs of the departments are communicated to raise their requisitions for books based on the curriculum.
- Depending on the requisitions raised, vendors are selected.
- Quotations are asked from 3 different vendors which are compared and evaluated for best price.
- Comparative statement is prepared and sent for the approval of principal. Once the principal approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.
- After the budget is sanctioned, books are procured and entry is done in the accession register.
- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.


**Membership of Library**

- For becoming the members of the library the faculty and students have to fill in the library form with the details and get it signed by the Librarian. All the students of the college become members in the library after their enrolment into the course offered by the college.
- After the signing of the library form library cards are issued to the students.

**Roles and Responsibilities of the Librarian**

- It is mandatory to maintain silence in the library.
- Faculty and students should not be allowed to take their personal belongings into the library
- To promote the e-resources of the library to the target audience.
- To assist the staff and students in proper usage of the resources.
- To maintain a register for outgoing books.
- To collect the issued books in time.
- To collect fine from the students if they are not returning after the due date.

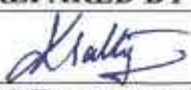

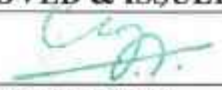
PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
		
EOMS Team member	EOMS Team Leader	PRINCIPAL

	<b>MADANAPALLE INSTITUTE OF TECHNOLOGY &amp; SCIENCE</b>		
	<b>SOP FOR LIBRARY</b>		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/38
Issue Date: 01/06/2023	Revision Date: 00/00/0000	Page 2 of 2	

- To see to that the issued books will be returned in proper condition otherwise action will be taken

#### **Processing of the Books/ CDs/DVDs**

- The books are stamped with library stamp for identification as library property.
- The books are placed in the appropriate departmental shelves in the Library and the CDs/DVDs are placed in the technical section.
- The e-resources received from the supplier are uploaded on the Website and ensured that they are accessible to the user.

<b>PREPARED BY</b>	<b>REVIEWED BY</b>	<b>APPROVED &amp; ISSUED BY</b>
		
<b>EOMS Team member</b>	<b>EOMS Team Leader</b>	<b>PRINCIPAL</b>