

LIBRARY MANUAL



GITA AUTONOMOUS COLLEGE BHUBANESWAR



CENTRAL LIBRARY MANUAL

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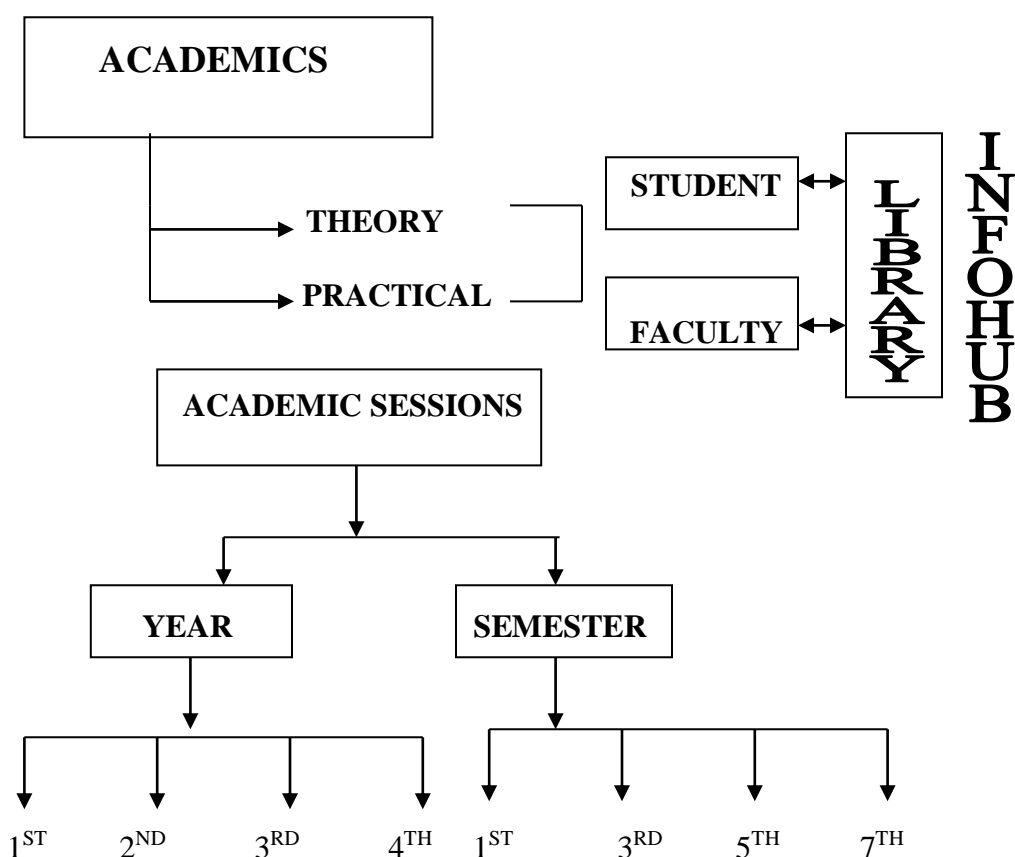
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About GITA Library

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The Gandhi Institute for Technological Advancement Library is a nerve center of documentation and information activities. This is recognized as indispensable organs of research in Science & Technology. Books, Readers and Staff as the basic trinity of the library are to bring the best interaction among these three basic constituents.

INSTITUTIONAL STRUCTURE





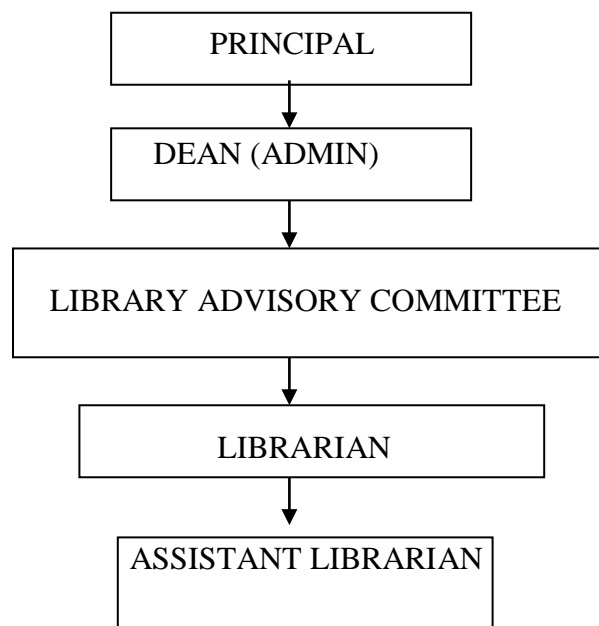
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Organizational Structure

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The library is a heart of any institution. The library governed by a committee of faculty members of each teaching department and librarian which is headed by Chairman Library Committee. The committee along with the librarian suggests the various requirements for the library to the Chairman of the committee. The librarian is the chief functional executive of the library.

ORGANIZATIONAL CHART





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Responsibilities

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Top Management:-

Principal, Dean (Admin), Dean (Academy)

Functions:-

- To take jurisdiction of an issue and to deliberate and decide.
- To confirm the decision taken by executives by different level.
- To counsel and guide them in initial stages of policy formulation.
- To review their acts through reports and inspection.

Middle Management:-

Librarian

Functions:-

- To assist the chief executive.
- To prepare themselves for undertaking broader responsibilities.
- To understand other jobs and problems.
- To serve as leaders for persons below them.
- To co-ordinate the activities in three directions i.e., upward, downward and sideward.

Lower Management:-

Assistant Librarian & Library Assistant

Functions:-

- To supervise the work of the rack and file.
- To serve as administrative link between the workers and authorities.
- To issue orders and directions to the workers to be implemented by them.



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Quality Management

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The Quality Management System flow out of the Quality Policy and objectives stated below and is user-focused & aimed at enhancing user satisfaction and winning his locality. It uses the Deming's Principle for process approach, systematic identification and management of activities/process that use employed through, a sequential process of Plan-Do-Check-Act (PDCA) Cycle.

Plan: It is to establish the objectives & processes necessary to deliver Results

Do: Implement the processes identified for Library functions for our institute

Check: Monitor & measure performance of various process of Library System

Act: Take remedial actions to continually improve the effectiveness & the efficiency of each processes performance resulting in overall improvements of library.
But in Library management system L.Gullick and L.Urlwick coined the acronym POSDCORB. The word POSDCORB stands for the elements of the management process, as Planing-Organizing-Staffing-Directing-Coordinating-Reporting-Budgeting.

Planning: Projected course of action

Organizing: Establishing of a formal structure of authority, which is well defined & Coordinate towards the attainment of specific objectives.

Staffing: It is the whole personnel functions covering employment and training of employees, and maintenance of favorable environment for carrying out work.

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Directing: It is the continuous task of taking decision and incorporating them in specific and general orders and serving these orders.

Coordination: It is concerned with interrelating of the various parts of our organization so as to achieve harmonious operation through person-to-person relationship.

Reporting: Evaluate the library procedures and services.

Budgeting: During budget making, changing needs and resources of the library can be revived as well as assessed.

The library follows the Quality Management System laid down by the institute and follows the system as per the Standard library norms.



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Quality Management

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Library Profile

The Library at GITA, established in 2004, is a well-stocked and fully computerized resource center that has steadily expanded to meet the academic and research needs of students and faculty. It offers an extensive collection of books, journals, and literature across various disciplines. The library is an institutional member of NDLI, INFLIBNET (E-ShodhSindhu), and DELNET, granting access to over 200 libraries across 20 states in India and five countries worldwide. Subscriptions to leading e-journal databases such as Science Direct, IEEE Xplore, Springer, and NPTEL course materials provide students with diverse learning resources. Additionally, the Knimbus E-Library platform offers discovery services, universal search features, and off-campus access through mobile apps. Plagiarism detection services are also available through TURNITIN, promoting academic integrity. With these robust resources and digital services, the library plays a vital role in supporting academic excellence and research endeavors. Automation by implementing KOHA software

Capacity

Carpet Area: -	26694.5 Sqft.
Reading Room: -	1377.81 Sqft.
Reading Room strength- (no. of students): -	350
Total no. of Books (Titles including MBA & MCA): -	8269
Total Number of Books (Volumes including MBA & MCA):-	43370
Total no. of e-Journals: –	1931
Total No. of e-Books: -	10386
Total No. of Systems for e- Library: -	40
Total no. of Magazines: –	15
Total no. of News Paper: -	10
Student Book Ratio –	1:5



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Library Services

1. Reference Services
2. Book Bank or Lending Library Service
3. Question Banks (Old Question Papers for References)
4. Overnight Borrowing Facilities for Faculties & Students
5. e-Library Facility
6. Photo Copying, Printing & Spiral Binding Facilities
7. Library Orientation Programme
8. Carrier Guidance & Counseling for Students

Library Best Practices

1. Library Automation or Computerization through **LIBSYS**
2. Web OPAC (Online Public Access Catalog)
3. Display of New Arrivals
4. Receives Feedbacks
5. Best Library User Awards

Library Future Plan

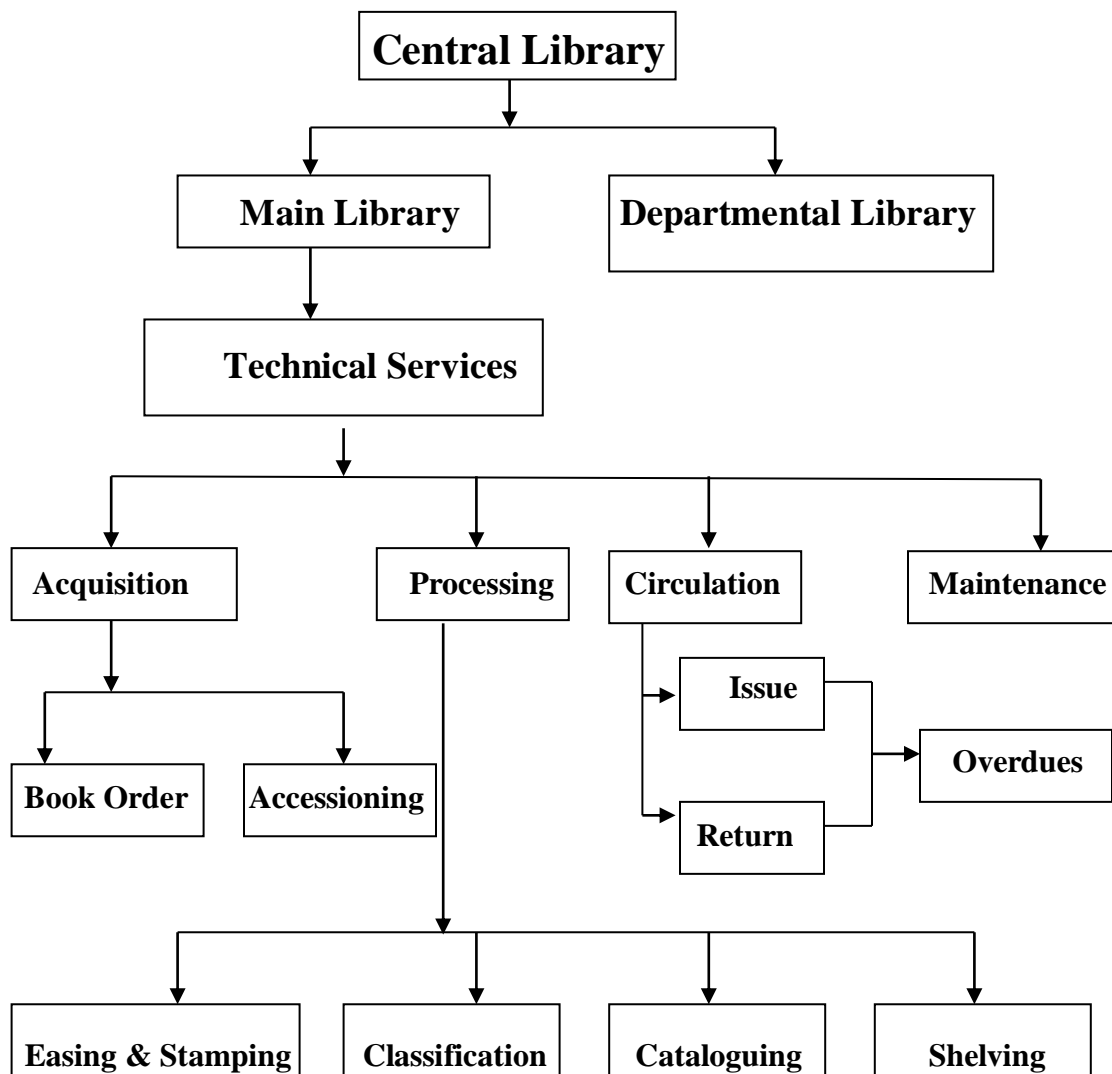
1. Implementation of RFID Services
2. Developing Unique Information Centre for Career Development
3. Organizing Programmes on Online Information Literacy



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Library Functions

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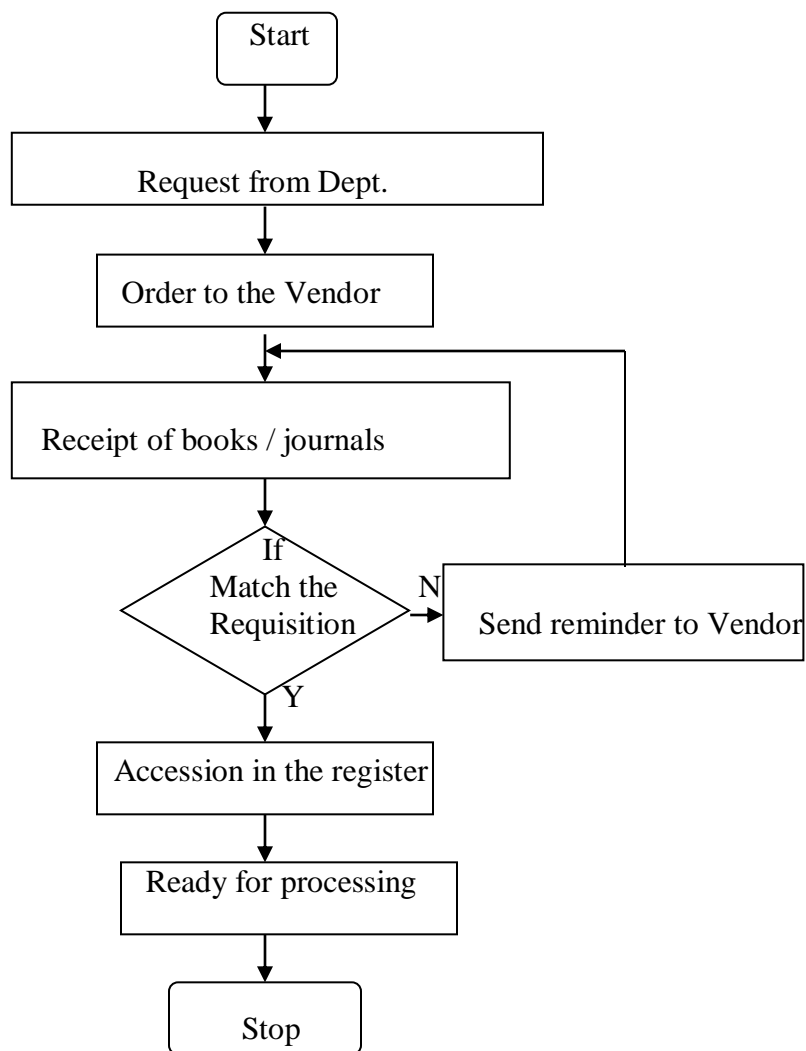
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ACQUISITION SECTION

For ordering books & accessions





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Library Functions

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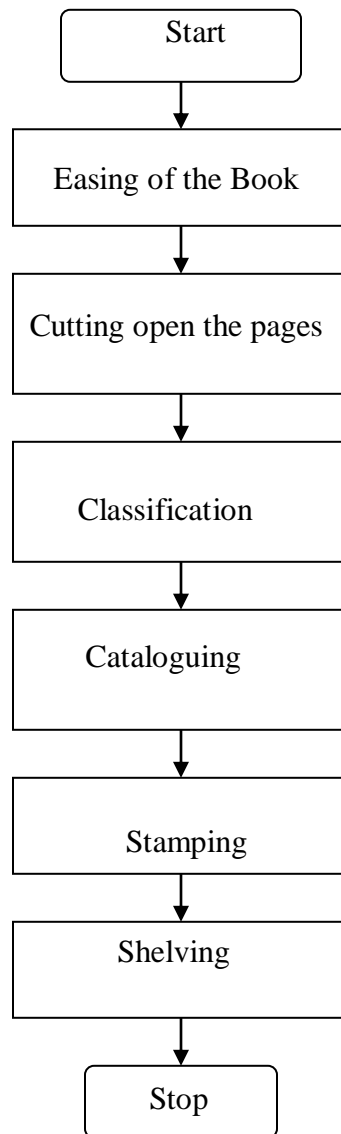
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Processing Section





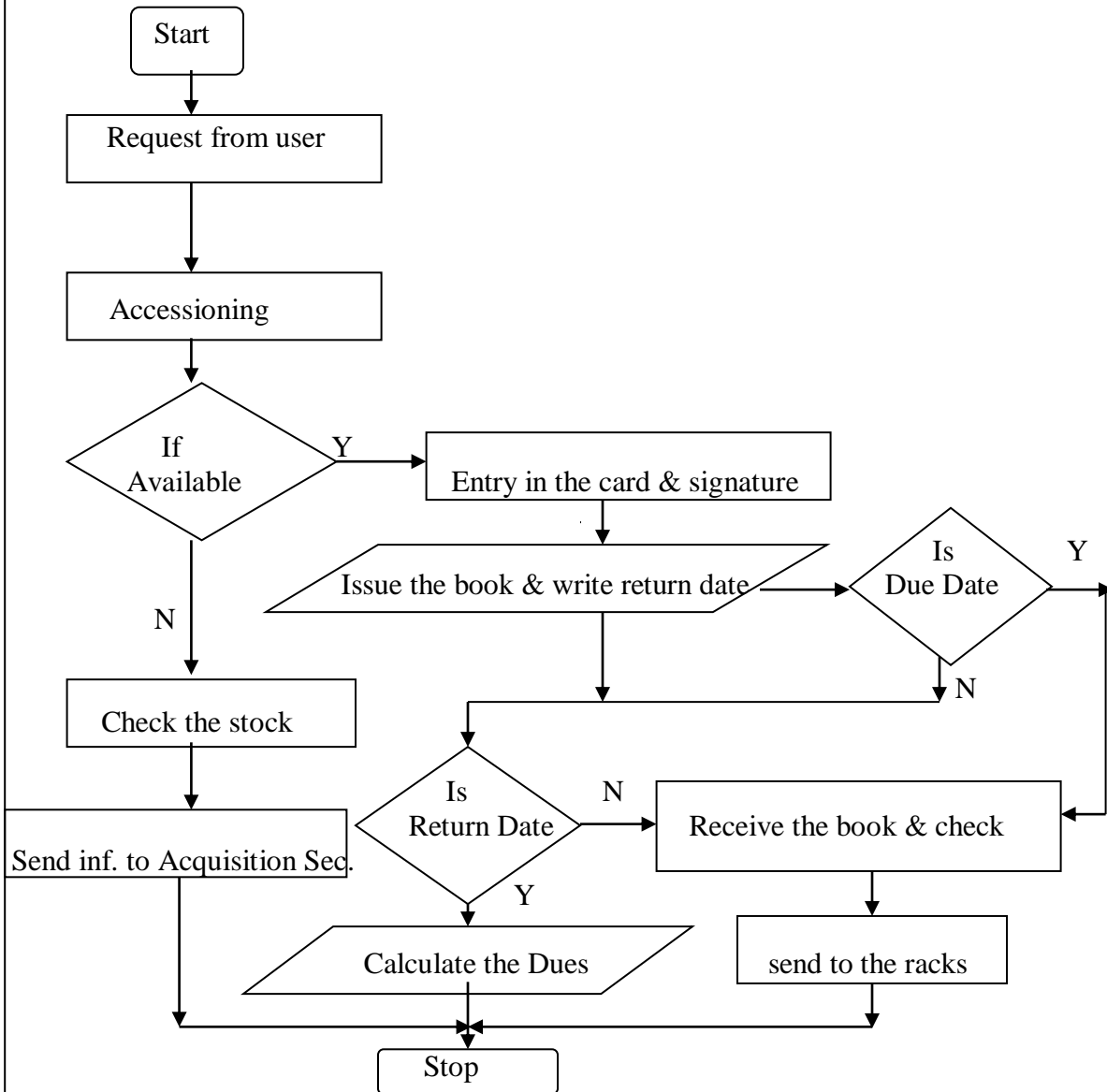
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CIRCULATION SECTION

For charging & discharging of books



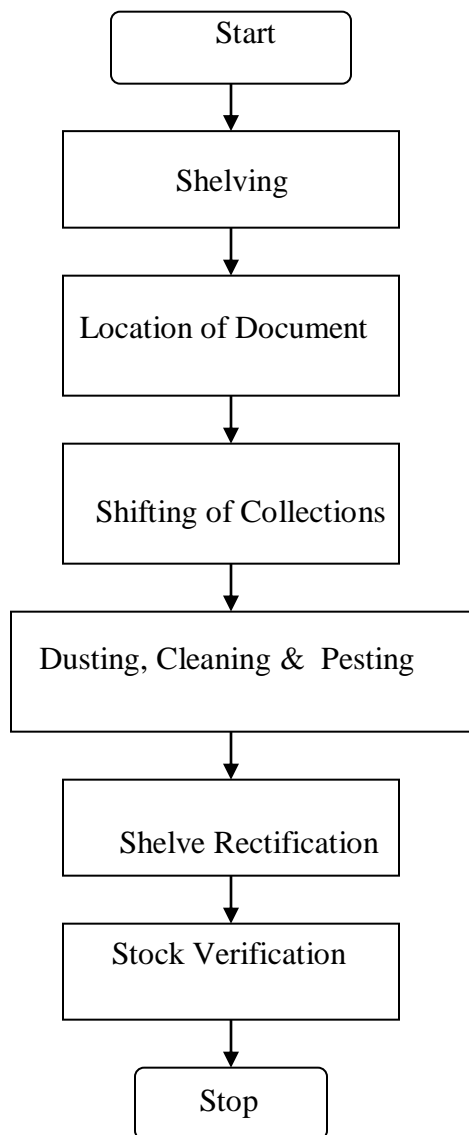


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Library Functions

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Maintenance Section





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Library Procedure

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1. Purpose: This procedure has been established to define the working of Library in accordance with AICTE / UGC / BPUT guidelines
2. Scope: This procedure is applicable to all activities pertaining to all departments related to Library process.
3. Responsibility: Library In charge is responsible for implementation of this procedure in the respective sections
4. Procedure:

	Activity	Responsibility
1	Allotment of new Library cards & Renewal of Library cards to students.	Asst. Librarian
2	Receipt and processing of Indent for Journals/ Magazines / Text Books & Reference books from various departments.	Librarian
3	After arrival of new books the processing work such as Accessioning, Classifying, Cataloguing and other technical works are completed before the books are shelved in the stack.	Asst. Librarian
4	The new books are shelved as per the classification numbers	Asst. Lib.
5	Students are notified to borrow with proper instruction of the system. The requisition slips are submitted by students one day before the issue. The books are drafted out as per the requisition preference wise. Books are issued to the students from 11.00am to 11.30am and 2:30pm to 6:00pm. The library follows the brown charging system. The books are issued fortnightly.	Librarian
6	The book issued to the students for 18 days & for staff subject related books are issued for a semester and other books for 18 days only.	Librarian
7	Fine is charged from the defaulters' @Re 1 per each day of delay from Students & @Rs. 5 for each week of delay from Staff.	Librarian
8	Books are issued daily to the students to read in the reading room from 9am to 9pm. These books are returned on the same day. Journals, Magazines & Newspapers are issued to read in the reading room.	Librarian
9	Maximum 7 number books are issued to Professor, 6 number books are issued to Associate Professor & 5 number books are issued to Asst. Professor 2number of books to other staff and 04 numbers of books to students.	Librarian
10	Time to time the needs of the library are accessed & brought before the authority to take necessary measures & meet AICTE requirements.	Librarian
11	Turn books are sorted out & sent for binding	Asst. Librarian
12	Library verification is made at the end of the session.	Librarian

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Accessioning of books:

The Accession Register is maintained serially and books are entered serially. After receiving of books, the bill is matched with the order and then accessioned in the accession register. The library has a separate register for periodicals. For all purpose of accounting and stock verification, accession register is considered as the base record.

Classification of Books:

For proper arrangement of books in the racks a classification system (22nd edition of Dewey Decimal Classification System) is followed.

Cataloguing of Books:

The books are catalogued as per the author, title and subject. According to Anglo American Cataloguing Rule-II, the books are arranged in alphabetical order by author and by title in the catalogue cabinet.

Circulation:

The library looks into the following aspects during circulation of books.

- Vigilance at entrance and exit
- Barcoding System
- Registration of members, renewal and withdrawal of membership.
- Issue, Return and Renewal of books.
- Charging of Overdues.
- Issue of reminders for overdue books.
- Reservation of books.
- Work relating to books lost or damaged by users.
- Maintenance of records.
- Maintenance of statistics.
- Property Counter.

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Maintenance:

- Dusting and cleaning:** Dusting and cleaning on daily basis under the supervision of an assistant librarian. The library is proud of its spic and spine looks.
- Preparation and maintenance of guides:** Rack details are pasted by the side of the rack for easy access of the user.
- Shelve rectification:** An inspection is done by the assistant librarian in the last hour of the day ensuring the correct shelving of the books.
- Stock verification:** It is done once in 3 (three) years by the Library staff & a person from the accounts department.
- Binding:** Books, which are torn and rare in nature, are bound on a yearly basis during the summer vacation.



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Monitoring & Measurement

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Library Statistics:

- Acquisition
- Circulation
- Others

All the above statistics are available in Statistic File

Other Activities:

- Library Rules [Annex. I]
- Library Working Hours [Annex. II]
- Work Load [Annex. III]
- Staff Work Structure [Annex. IV]
- Book Bank System [Annex. V]
- Library Budget [Annex. VI]
- Library Advisory Committee [Annex. VII]
- Circulation Report [Annex. VIII]
- Library Stock Report [Annex. IX]

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LIBRARY RULES

The library rules should provide information about the following:

General Rules

1. The library hour is fixed from 07A.M. to 11 P.M.
2. Personal belongings such as bags/vanity bags, boxes, personal books, sticks, umbrellas etc shall be kept at the property counter.
3. Spitting, eating, drinking and smoking are prohibited strictly inside the library.
4. Since library is a place for learning and education, silence shall be observed in the library.
5. Users disfiguring, damaging books or other materials of the library shall be liable for replacement.
6. Reference books, rare books & periodicals are not to be issued out on loan. However, these may be consulted in the library on request.
7. The books issued on loan shall be returned after the expiry of 18 days. The same may be renewed if no reader demands for the same.
8. A late fee/over due charges of Re.1/- per day per volume shall be charged to the borrower if the book is kept beyond the date of return.
9. Reservation for issue of books on loan by the borrowers can be made only after filling up the requisition slip.

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LIBRARY RULES

Rules for Staff

1. The books can be issued to a staff of only as per the following norms:

i) Professor -10	ii) Associate Professor – 8
iii) Asst. Prof. – 6	iv) Non-faculty – 5
2. Subject related books could be issued for a semester and other books for 18 days only.

Guidelines for working of Departmental Library

1. The books are meant for the reference of final year students & staff of the concerned department.
3. The HOD should ensure the optimum utilizations of the intellectual resources (the books periodicals) of the department.
4. The proper record of the stock, usage and issue has to be maintained.
5. The A staff will be in charge of department library to be nominated by HOD.
6. The HOD should ensure that the clearance of department library is mandatory before obtained relieve order from the service.
7. The central library before the summer break will make stock verification of department library.
8. The HOD will be the sole custodian of the library and should ensure that reference section must be kept opened during the working hour of the department.



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LIBRARY WORKING HOURS

1. Library Timing : - 09:00 A.M to 5:00 P.M.
Issue Timings : - 11:00 A.M to 06:30 P.M.
Reading Room timings: - 07:00 A.M to 11:00 P.M.

2. Load Distribution

The existing total library people along with librarian are Nine (9). Staff will attend library in shifts with a group of four.

General Shift - 9:00A.M. to 5:00 P.M

Morning Shift – 07.00A.M. to 15.00 A.M.

Afternoon Shift- 11:00A.M.to 7:00 P.M.

Night Shift - 02:00P.M.to 11:00 P.M.



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Annexure-III

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Staff Work Load

Accessioning of Books

Mr. Ashis Panda
Mr. Chitaranjan Mohanty

Processing Work

Mr. Abhaya Mohanty
Mr. Kartika Chandra Mallick
Mr. Surjya Narayan Mangaraj
Mr. Ajmal Hussain

Shelving(A. P. J. Abdul Kalam Hall)

Mr. Chita Ranjan Mohanty
Mr. Kartika Chandra Mallick
Mr. Chandan Das

(Sundar Pichai Hall)

Mr. Abhaya Mohanty
Mr. Rashmi Ranjan Jenamani

(Satya Nandela Hall)

Mr. Ashis Panda
Mr. Surjay Narayan Mangaraj
Mr. Ajmal Hussain

Circulation

Mr. Ashis Panda
Mr. Chita Ranjan Mohanty
Mr. Abhaya Mohanty



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Staff Work Structure

Dr. Bedarata Dash, Librarian

- Passing of Bills
- Over all Charges of all Library Activities
- Charge of Lending Library System
- Charge of Digital Library

Mr. Ashis Panda, Asst. Librarian

- Charge of All Reading Room
- Charge of Departmental Library
- Charge of Technical Section

Mr. Chita Ranjan Mohanty, Asst. Librarian.

Circulation Section:

- Issue & Return of Books
- Reservation of Books
- Issue of Reminders
- Checking the Lost & Damage of books by User
- Maintenance of Records (membership, overdues, etc)
- Maintenance of Statistics (no. of book issued, returned, user visiting, etc.)
- Miscellaneous (Reference Book, Shelving)

Mr. Ashis Panda, Asst. Librarian

Periodical Section

Acquisition Section

Mr. Abhaya Mohanty

Maintenance Section

Mr. Chita Ranjan Mohanty, Library Asst.

Digital Library

All Computer Maintenance



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Lending Library (Book Bank System)

A book bank (Lending Library) will be fully functioning in our college. The students who will be opting for the same will get the benefit of this system.

The terms & conditions are as follows:

- Students volunteered to become member of book bank have to pay Rs.1500/- as security deposit.
- They can take any number of textbooks per semester by paying 20% of book cost.

Besides that we will give the terms and conditions of our library at the time of issuing the books.

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LIBRARY REPORTS
