

SHARDA UNIVERSITY

32, 34, Knowledge Park-III, Greater Noida-201310 (U.P.)

OFFICE OF THE REGISTRAR


SU/Reg./Notification/2021/163

December 2, 2021

Notification

The 'Library Policy' is attached and is hereby notified for all concerned.

This bears the approval of the Competent Authority.


(Ashok Kumar Singh)
Registrar

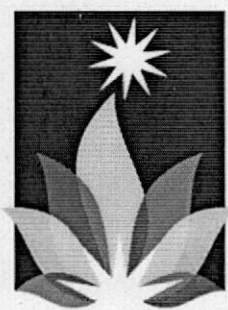
Enclosure: AA

To:

- All Deans of Schools of Studies
- Librarian (Swami Vivekanand Library)

Copy also to: (for kind information),

- Chancellor/ Pro-Chancellor/ ED
- Vice-Chancellor
- Advisor Policy/ Directors / Director-PR/ GM (Project)
- Chief Proctor/ Finance Officer/ Controller of Examinations/ Chief Proctor
- Chief Warden/ Sr. Security Officer
- Medical Superintendent, Sharda Hospital
- Sr. Legal Officer/ PIO
- All OSDs/ Jt. Registrars/ Dy. Registrars/ Asst. Registrars/ AOs
- Notification file



SHARDA UNIVERSITY

Beyond Boundaries

Library Policy

1		Issues for Implementation
Revision	Date	Description
Sharda University Greater Noida		Policy Updation and Addition of Annexures

K. Madhavan *SL* *SL*

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K. Madhava

Preamble

Sharda University, Greater Noida was established as a State Private University in Uttar Pradesh under the Act No. 14 of 2009 of the State legislature. Over the years, the University has established itself as a high quality education provider with prime focus on holistic learning and competitive abilities amongst the students. Spread over 63 acres of land, equipped with world class facilities, the University promises to become one of the India's leading Universities with an acknowledged reputation for excellence in research and teaching. It is imparting instructions in almost all disciplines of pure and applied sciences, engineering & technology, management, humanity, social sciences, architecture, design, mass communication, agriculture, education, law, nursing, pharmacy, dental and medical in its 14 Schools. The University is recognized by the UGC and has approvals of the relevant statutory councils, wherever necessary.

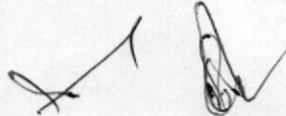

The Library Policy is an important instrument for structured and efficient functioning of the University Library system, for providing a framework for delivery of services to the stakeholders. The Policy framed is consistent with the State, and Central Government guidelines, and general policies of Library Associations.

1.1 Vision

The vision of the Library is aligned to the vision of the University, which focuses on serving the society by being a global University of higher learning. Accordingly, the University Library seeks to be a catalyst for achieving academic excellence by providing a patron-friendly ambience, which includes use of innovative technologies, collaborative collection development, e-resources which could be conveniently accessed by the users anytime any place. It is envisaged that the Library shall strive to be at the center of intellectual life of the University, and shall also ensure academic integrity and ethics.

1.2 Mission

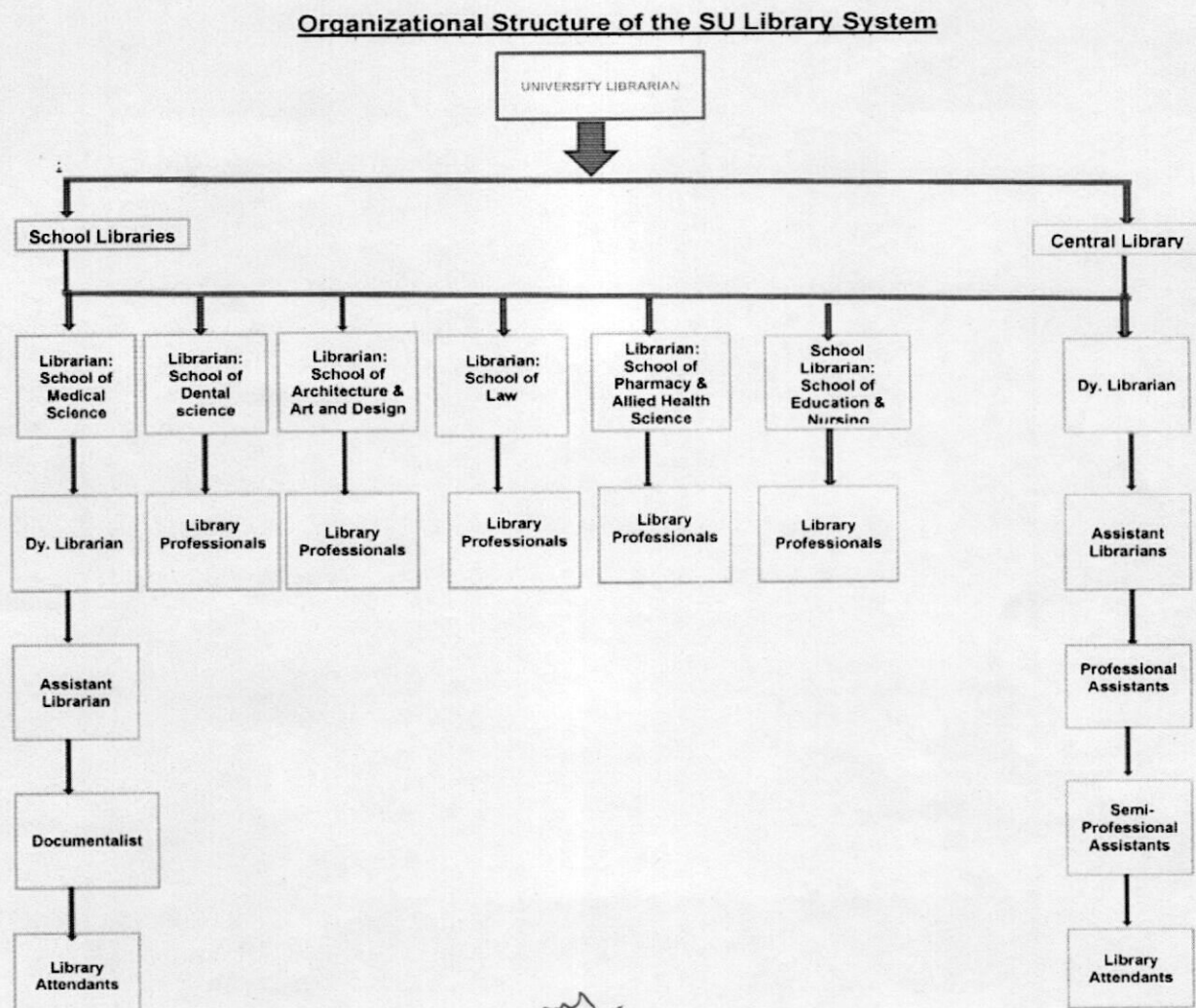
- Serve as a Knowledge Hub of the University
- Promote intellectual growth and creativity of students and faculty by developing collections, facilitating access to information resources, resource sharing through consortia like DELNET



- Help enhance the quality of teaching, research and outreach services of the University
- Protect copyright and other intellectual property rights of the University publications, patents, and research papers
- Assist the University in knowledge management and research activities through a robust process of obtaining feedback from the library users and resolution of their grievances, if any.

2. Organizational Structure

The organizational structure delineates on various aspects of its activities such as collection, development, provision of information services and management of library support staff, in addition to other academic support facilities. It is also expected to bring clarity and uniformity in procedures and practices of the library and improve its efficiency, utility and services, as also weeding out redundant/ obsolete books and journals.



2.1 Salient Features

- Wi-Fi
- LAN
- Fully Air Conditioned
- User friendly access to Divyangjan
- Seating Space for 650
- Cloak Room
- Ten (10) Discussion Rooms
- Sixteen (16) Work Stations/Cubicles
- Four (4) Computer Laboratories
- RFID System
- Automated system for book issuance and return (Self Circulation)
- Modular Furniture
- Sensor based lighting operation
- CCTV surveillance system
- Digital turnstile entrance


2.2 Library Rules

Rules and Regulations

Students and staff of Sharda University are eligible to access and use the library by following library rules and regulations but to checkout library resources one will need to become a library member. Alumni students and staff will be welcome to use the library. Visitors from different academic institutions are also welcomed to use the library with prior permission from the competitive authority.

A. General Rules

1. Every student must possess his/ her University Identity Card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
2. All the users shall sign in the gate register at the entrance of the Library.
3. Silence must be observed in the Library.
4. Use of Mobile phones in the Library is strictly prohibited.
5. Personal books, files, lab coat/apron and articles will not be allowed inside the Library restricted area. The students are requested to take care of their belongings. Library will not take responsibility for any kind of loss of personal belongings.





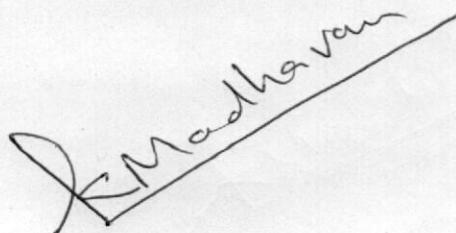
6. Loud conversation and similar objectionable practices are not allowed in or around the Library and Information Centre premises.
7. Photocopy facility will be available in each library.
8. Each library will put a suggestion box outside the library


B. Rules related to Reading Section/ Reference:

1. Reading section will provide only reading facilities of books, Journals, Magazines and Newspapers etc. to the users within the Library.
2. Users should work quietly and be considerate to others using the Reading Room.
3. The seats are to be used/ occupied on the first come first served basis.
4. Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables.
5. Damaging book (e.g. Tearing, page missing, loss of binding and wet Book etc.) or theft of Library Collections is an offence and those responsible will be prosecuted
6. Tearing of sheets from Journals, newspapers and other reading materials etc. is strictly prohibited and is punishable offence.
7. No food or drink (including bottled water) is allowed on the Reading Table.
8. Napping, drinking tea, and edibles and behavior which may disturb other Users are strictly prohibited inside the library.
9. Readers leaving the library should allow the library/security staff to examine their personal belongings, if needed.
10. The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities/ materials

C. Use of Computers and Internet

- a) Personal Laptop Computers will be allowed inside the library but the users will maintain such an environment which will not disturb the others.
- b) Internet access will be provided to the users having laptops; necessary access permission to use the internet will be available from the IT section.
- c) Laptops, Computers, tablets, and Internet will be used only for academic purposes.
- d) User will not use internet and any other equipment for recreational purpose.





D. Use of Board Rooms/ Discussion Rooms in the University Library

- The University library has dedicated spaces for academic discussion and collaboration.
- These discussion rooms can be allotted to the faculty members on requests from them routed through their HoD or Deans.
- The University library shall be able to permit faculty such facility only for a short period (maximum three days).
- General Library Rules are to be followed while using these discussion rooms
- No edibles are permitted inside these discussion rooms.

E. Book-Borrowing policy:

Sl. No.	School	Student						Staff			
		UG		PG		Research Scholars		Faculty		Non-Teaching	
		Limit of books	Days	Limit of books	Days	Limit of books	Days	Limit of books	Days	Limit of books	Days
1	<ul style="list-style-type: none"> • School of Engineering and Technology • School of Basic Sciences and Research 	3	14	4	14	4	14	5	30	2	30
2	<ul style="list-style-type: none"> • School of Business Studies • School of Law 	3	14	3	14	4	14	5	30	2	30
3	<ul style="list-style-type: none"> • School of Architecture & Planning • School of Art, Design and Media Studies 	3	14	3	14	4	14	5	30	2	30
4	• School of Languages & Culture	3	14	3	14	4	14	5	30	2	30
5	• School of Dental Sciences	2	7	3	14	4	7	3	30	1	7
6	• School of Medical Sciences & Research	2	7	2	7	2	7	Professor 3 Associate Prof. 3 Assistant Prof. 2 SR, JR, Tutor, 1 Demonstrator. 15	15 15 15 15	1	7
7	<ul style="list-style-type: none"> • School of Nursing Sciences and Research • School of Allied Health Sciences • School of Education • School of Pharmacy 	2 2 3 3	7 7 7 14	2 2 3 3	7 7 7 14	1	7 7 7 14	5	90	1	7

F. Circulation Rules

1. Students must carry their College Identity Card with them at all times in a Library. Show their cards if a member of staff requests them to do so and it is compulsory to shown at the time of Issue/ Return of books.
2. In case of misprint/ fade of photograph on your Identity Card, you have to show another photo ID proof (PAN Card, DL, Voter ID Card, Aadhaar Card and Passport etc.) to prove your identity.
3. Demanded books will be not re-issued and not interchanged.

4. Users can get books issued from any School Library (Except: SMSR & SDS).
5. Members are responsible for all books borrowed against their Library cum ID Card.
6. Books having same title will not be issued simultaneously.
7. Reservation of books: Books will be reserved for two days only. In case, the student does not collect the reserve book within two days, then it will be issued to next student or will be transferred to general section.
8. Borrower should bring the material physically to the Library for renewal.
9. Borrower ID Cards are not transferable.
10. All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
11. Broken ID Cards are not accepted in the library for issuing the books.
12. Damaged, marked, misplaced pages etc. of the book should be brought in the notice of University Librarian / School Librarians at the time of issuing otherwise person who get it issued last time will be responsible.
13. Books can be recalled any time in case of an urgent demand for the same, by the other users.
14. Faculty and Staff members are requested to return or renew the overdue books within specified time limit.
15. Students are also requested to clear their over-due books before commencing your End Term Examinations; other-wise Library will forward your dues to your concerned School for further actions.

G. Overdue Charges:

1. An overdue charge @Rs.10/- per day will be levied after the due date
2. Maximum over-due charges would be three times the latest edition cost of issued book.
3. Library will not provide any exemption on overdue charges during examinations, vacations and holidays etc., only except in Pandemics and Natural Disasters.

H. Visitors

1. Visitor or guest member from other academic or research institute are allowed to use the library only for a short period with the prior permission from the Librarian. Guest member is required to produce proof of identification.
2. Borrowing facility is not available to visitors.

R. Madhavan

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I. Lost / Damaged Library Documents:

1. Loss of Library cum ID cards and books should be reported to the Librarian immediately in writing
2. For lost or damaged book (e.g. Torned, missing page, loss of binding and wet book etc.), patron has to pay two times cost of the book along with overdue and other charges as applicable.
3. Entire volume cost is recovered for the document which is a part of multi volumes/ issue set.

J. Placing Holds on Materials.

Placing a "hold" on a title allows staff and patrons to reserve materials that are currently checked out or otherwise temporarily unavailable for immediate checkout. When more than one patron places a hold on the same title, the name of each patron is placed in a hold queue (waiting list) in the date order of request. If copies of the titles have the status of "Available" when the hold is placed, a hold for that title will appear on the Holds Queue report of the first library with an item available. When an item that can fill holds is checked in at the Library, the system will assign that item for the first active hold with that check-in school selected as the pickup location. If there is no active hold at that check-in location, the item will be assigned for the next active hold in the queue, regardless of pickup location

K. Interlibrary Loans

Interlibrary loan and document delivery (ILL/DD) is a collaborative library service that uses local/state, libraries to obtain documents and other materials unavailable in a local library's collection. Interlibrary loans (ILL) have undergone many changes over the last few years for various reasons, including significant technological improvements. Sharda University has become a member of the consortia, called DELNET.

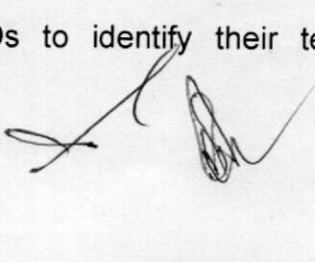
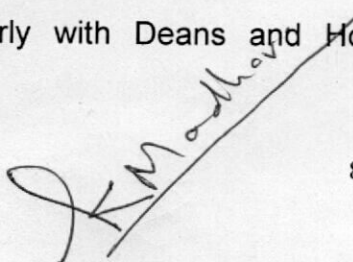
2.3 University Librarian: Role and Responsibility

The University Librarian shall be the head of the Library Management Structure. He shall:

- supervise and guide the library staffs.
- oversee the functioning of the individual School librarians who shall work under his direct superintendence and control.
- interact regularly with Deans and HoDs to identify their teaching and research

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requirements for facilitating acquisition of physical and digital learning resources.

- disseminate information regarding online databases, books and journals available to the academic community, as also to its subscription.
- prepare the budget of the University Library and School libraries for consideration in the Library Committee.
- monitor and control the utilization of library budget
- interact with the publishers for conducting book-exhibitions in the beginning of academic year, as also to plan book acquisition.
- conduct orientation programs for the first year students and newly inducted faculty members
- obtain feedback from the library users and help resolve of their grievances, if any.
- monitor the usage of the digital library, footfalls in the Central Library and School libraries and report to the Vice Chancellor from time to time.
- protect copyright and other intellectual property rights of the University publications, patents, and research papers
- provide bibliographical guidance to faculty and research scholars.

2.4 Constitution of the University Library Committee

Details	Status
Vice Chancellor	Chairman
Dean, Academics	Member
Dean, Research	Member
Deans of Schools	Member(s)
Dean Student Welfare	Member
Advisor, Learning Resource Center (LRC)	Member
Director, Teaching Learning Centre	Member
Registrar	Member
One IQAC Member	Member
One Final year student of PG program (nominated by the VC)	Member
One Final year student of UG program(nominated by the VC)	Member
Special Invitee(s) nominated by the Vice-Chancellor	Special Invitee(s)
University Librarian	Member Secretary

K. Madhwar

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2.5 Roles and Responsibilities of the Library Committee

The Library Committee shall advise the University and guide the Librarian on following matters

- in the management of Central Library with special reference to the 'Services rendered to the users
- Monitoring Library budget and its' control
- Monitoring the usage of the Digital Library.
- Considering any matter referred to it by the Academic Council
- Undertaking periodic reviews of the Libraries and make recommendations for improvement

2.6 Role and responsibility of School Librarians

- To develop programs of library management for improving the efficiency of the library.
- To monitor and control the utilization of Library budget of concerned School
- To conduct orientation programs for the first year students
- To assist with the University Librarian in regards to the subscription of new online databases and to provide usage data on regular intervals
- To contribute to the educational function of the Library system

2.7 Constitution of School Library Committee:

Details	Status
Dean	Chairman
All Head of the Departments	Member
Two senior Professors/ Associated professor nominated by Dean	Member
University Librarian	Member
School Librarian	Member Secretary

2.8 Roles and Responsibilities of the School Level Committee:

The Committee shall advise the University Librarian on Schools level library activities and guide the School librarian on following matters:

- Obtain inputs from the Faculty members in regards to the procurement of the Books and Journals.
- Mitigation of the problems faced by the students and Research Scholars.
- Analyze reasons and suggest ways for increasing the number of library users.
- To formulate policies and procedures for efficient use of Library resources.
- To frame general rules for the management of the Library

2.9 Digital Library

The University has set up a Digital Library with multimedia computers. They are working in a networked environment through high speed connectivity (2.2GBPS) provided by various ISPs. Students can access e-resources such as Springer, IEEE EBSCO, and ProQuest, etc. and watch videos of online classes. Additionally, the library users can check the Web OPAC, and check millions of open access resources including BMJ. They will be able to take the printouts of the articles that they needed from the subscribed online databases are mentioned on the Library webpage. There is also digitization facility in the library that would help students to scan documents. (Standard Operating Procedures for Digitization and Library Repository System is enclosed as - Annexure 1).

2.10 Library Timing

Library timing, enclosed as - Annexure – 4

3 Library Procurement Policy

3.1 Practice

- The Library would check the availability of suggested books, once suggestions are received from Faculty and Students. These requests, in all cases, are to be routed through the respective HoDs/Deans/ or Mentor in the case of students (Book recommendation form – Annexure 2).
- Faculty and students may modify their suggestions as per the library reports with reference to the availability of books. The Library team then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Vice-Chancellor as per the financial powers delegated to the authority concerned.
- 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 five

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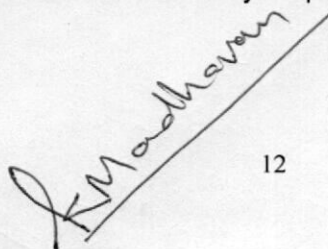
copies of any book are procured.

- The library will change the practice of ordering books through a select list of approved vendors. The Library may now place orders with any well recognized Vendors in India. The discount insisted upon would be a minimum of 30% on the printed/publishers price. In case of multivolume books and encyclopedia, efforts may be made to obtain higher discounts. On the basis of service and past records the review of the suppliers will be done on annual basis.
- The Library team will make suggestions in regards to the names of potential suppliers so that Procurement team can save time in identifying them.
- The Library team will provide the details of budget allocation and budget utilization
- There can be centralized procurement system so that the procurement team need not spend time contact multiple library professionals of different schools
- The Librarian has to send a circular intimating that the procurement system will be centralized and instruct his team members and school librarians to send procurement requests to him. Once he collates these requests, the compiled document will be sent to the Procurement team once in a week.
- The Librarian has also to appraise the approval system to all faculty members so that there will not any confusion in the process.

3.2 Proposed Online Procurement System

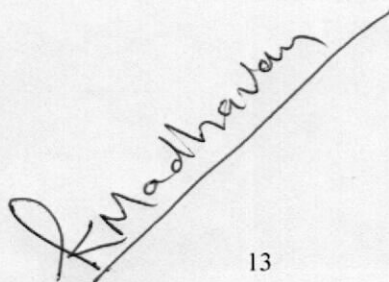
Standard Operations Procedures have been prepared for the online Procurement of books using **Peoplesoft**. It is intended to have a realistic assessment of actual requirements, initiation of proposals well in advance from the Faculty members, followed by obtaining necessary permissions from HOD/Deans. In order to have high quality library collection that supports teaching and research at our university, following instructions /considerations are suggested (Journal/Online database recommendation form – Annexure – 3).

- a. The essentiality of the requirement should be the guiding principle for procurement request.
- b. Head of Department concerned, should satisfy himself that the Books/Journals to be purchased are necessarily required by the Department.


K. Moorthi



- c. Proposals for purchase of Books should be processed and submitted to the Vice-Chancellor twice a year, in the months of February and October of each year.
- d. It is to be ensured that correct ISBN Number has been submitted in the online intend form and the latest Indian editions of the books are requested and procured. This is due to the fact that foreign editions are generally expensive.
- e. Please opt for paperback editions as hard cover copies would be expensive. Also it is to be ensured that only five copies of book are recommended.
- f. For purchase of books in large quantities, special permission from the Vice Chancellor is to be obtained.
- g. Librarian/ library team members at the University Library has to ensure that right book is selected, sent to the vendor and the same book is received in good physical condition.
- h. Leading publishers generally provide evaluation copy to the faculty. It is, therefore, suggested that faculty may try to get an inspection copy of the book, with the help of Librarian, before actually submitting the procurement request.
- i. While submitting the demands for purchase of books/journals, it is suggested that instructions/guidelines/norms as contained in this SOP have been adhered to
- j. Library Team will collate the online demands submitted by the faculty and will check to ensure that there is no duplication in the demands.
- k. Book Selection Committee will be constituted and it will meet in the months of March and of November and finalize the list of books.
- l. Quotations from various vendors will be collected and three vendors, who offered maximum discounts, will be shortlisted. These short-listed vendors will be asked to submit their Quotation within 15 days and the Book Selection Committee will identify the vendor, who offers maximum Discount
- m. Purchase Orders will be sent to the identified vendors
- n. Once books are received, the Librarian and his team ensure that selected books have been received and payment process will be started.





4. Purchase Committee

4.1 Constitution of Purchase Committee

- | | |
|---|------------------|
| • Dean, Academic Affairs | Chairman |
| • Advisor, Learning Resource Centre | Member |
| • HoD of the Concerned Department | Member |
| • Library Team Member of the Concerned School | Member |
| • Nominee of the Procurement Department | Member |
| • University Librarian | Member Secretary |

4.2 Roles and Responsibilities of the Purchase Committee

- Faculty members identify the information resources
- The Deans/HoDs of the concerned department forward Faculty requests to the Librarians of each school. concerned make arrangements for getting the quotations based on the intended specifications
- Comparative chart of quotations received is prepared
- The Purchase Committee will deliberate on the quotations, specifications and negotiate
- Recommend the suitable vendor for the procurement.
- The committee meets as and when needed.
- Exploring possibilities of identifying new sources of supply at competitive rates.

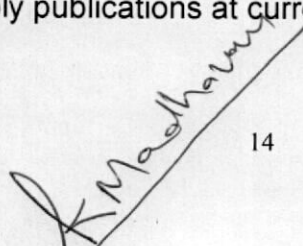

4.3 Guidelines for accepting Donated books

- The acceptance of donations is at the University's discretion
- While welcoming all donations, the University has to ensure that such donations contain course- related books and are of academic interest.
- Donors are requested to ensure that they send relevant details of books to the Librarian before bringing physical volumes, if possible.
- If the number of books is unusually large, the University Library may help donors with the listing of the books to be donated.
- Accepted gifts become the property of the University

4.4 Terms and conditions for Vendors

For every purchase exceeding INR 5000/ or equivalent US Dollars,(as per prevailing GOC Rates) purchase orders will be issued and they will be valid only for **30 days**

- The vendor shall supply publications at current catalogue prices.

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- Foreign exchange rates shall be charged according to Good Offices Committee report rates (GOC) or bank rates as decided by competent authority of CUPB.
- Minimum discount as approved by the competent authority shall be provided by the vendors.
- In the case of short/no discount titles or titles procured from abroad against specific orders (like institutional/society publications), the supplier may be allowed handling charges on the net landed cost of the publication.
- After receiving requested titles, the University Librarian will ensure that a. only latest editions have been received, b. There is no mismatch between quoted price and charged prices.
- In purchases, there should be accurate and transparent mechanism in Pricing (by preferring Indian Editions).

4.5 Weeding Out Process

- In the weeding out process, the Library team identifies old and obsolete titles that are not used during the last 5 years' period.
- The Library team then prepares a list of old and obsolete titles not used since last 5 years.
- The list is circulated to concerned Schools/Centre for review.
- After review by concerned Schools/Centre the list gets approved by LAC.
- The approved books are withdrawn from the live collection and placed for pick up by users free of cost for their Academic use.
- For the remaining titles, Library takes the Financial Approval from Competent Authority before disposal as junk paper

4.6 Journals & Magazines/ e-Journals:

1. The department wise list of print and e-Journals are compiled and forwarded to the respective HODs before placing them in the Library committee meeting.
2. New required Journals/ Magazines/ e-Journals will be subscribed by calendar year wise.
3. For renewal of previously subscribed Journals/e-Journals, review their usage statistic for continue or discontinue them.
4. Previous year Journals/ Magazines/ standards/ Acts issues etc. will be purchase as and when required.

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5. Policy related to use of Plagiarism checking Software

The UGC has underlined the importance of academic integrity in scholarly publications and accordingly, the University provides two Plagiarism checking software to its academic Community, namely **Turnitin** and **OURIGINAL** formerly URKUND. This policy suggests that the Library Advisory committee may come with clear policy on providing Login Credentials to the Faculty members. It is therefore, suggested that all faculty members should get Login Credentials and the University Librarian should help faculty members in creating the Login credentials. **Turnitin being** a paid Plagiarism Checking software and hence the pricing of the following years licensing can be based on the usage of the current year. Hence this policy provides to reduce the submission frequency to two. That means student project can only be submitted two times for similarity checking instead of the current practice of three times..

6. Membership

1. Library will provide membership to all bonafide Students, Teaching and Non-Teaching staff members of Sharda University.
2. At the beginning of each semester students will take no-dues certificate.
3. Students will renew membership at the beginning of each semester till the University has its own smart card for the students.

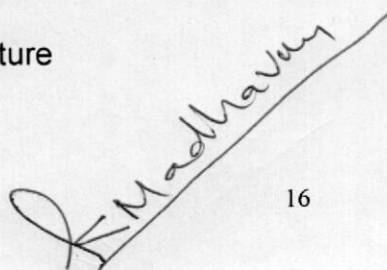
7. High Impact Practices (HIP) To Enhance the Library Access

High impact practices to boost and enrich connectivity with students and faculty as partners and contributors, libraries shall plan/scheme to promote self-learning through effective materials and advanced facilities available in the library to the greatest possible extent. It is very important to realize the importance and potential of the library. University libraries can be decoded as a reservoir of books and information.

Before considering any means or method, factors influencing the use of libraries and their resources must be identified to make the best choice or to use the best methods.

Factors that affect the access of the library and its resources

1. Library rules
2. Library Infrastructure



3. Availability of references (given at the time of classroom/online lecture)
4. Way of disseminating the current affairs and information
5. Availability of sufficient books or learning material
6. Level of encouragement and technique for sharing material
7. Stagger system
8. Connection from real-time
9. Extent of issue of books during the examination period
10. Apathy or otherwise of student connectivity
11. Apathy or otherwise of faculty connectivity
12. Level of social and personal connectivity
13. Availability of innovative resources, content, and information

Objectives to enhance the usage of the Library both physically and online

- Promote information and digital literacy across the curriculum
- Promote a culture of continues self-improvement through online/offline mode
- Promote reading, learning, searching, exploring, inclusion and discovery skills
- Promote the contribution of the library to students, teachers, and society
- Promote graduate, post graduate and doctoral students to develop better values and higher standards in their academic and professional goals.

Steps to Improve Access to the Library (offline and online) along with Faculty, Student, and other learners retention

A. High Impact Practices (HIP) of Schools and Faculty

1. Each school should encourage maximum number of faculty members to use the library resources (online/offline) in perspective to understand the area and scope of information available within the University library resources.
2. At the school level, specific library periods should be assigned to students on their Time-Table, and students should visit the library during those regularly assigned periods. (The library must use the Cloud Campus App to capture student attendance in the library based on assigned periods).

R. Matharam

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3. The school should motivate and inspire students to search, research through library resources and e-platform.
4. The school should emphasize short book talks (a practice that encourages and convince students to find and read the shouted book).
5. The faculty should link their teaching-learning material (lecture, assignment, project, and videos) with references and library content.
6. Mentor students to the effectiveness of library content in professional development according to stream and aspirations (Mentorship and coaching of students preparing for competitive exams and higher studies).
7. The school should conduct an online Student Satisfaction Survey (questionnaire attached as Annexure-A) about library services & resources, once in a semester and share the gaps/report obtained with the library committee for improvement).
8. Motivational signages at important places in schools
9. Schools should adopt some innovative practices to enhance the connectivity to library resources by uploading the videos of FDP, Seminar, Conference, Guest Lecture, Lecture references PDF/Module, teaching-learning material, presentations, recorded moot-court discussion/arguments, medical video, surgery procedure video, nursing procedure videos etc. on the library repository portal, although it should be linked to the library's rules and approval.

B. High Impact Practices (HIP) of Library:

1. The library should conduct the orientation program for the students explaining about the library resources and services available for maximum use of the library. Orientation helps and is useful to the new student at the beginning of each academic session, revealing the importance of the library and unfolding its various services.
2. Each library should regularly display its feature, facilities, resources and update its collections and information on the notice board, digital platform, university website.
3. Annual/ semester-wise preparation and publication of the Library calendar pertaining to internal activities and events on the digital platform and the University website.
4. Attract students and faculty members by creating a conducive atmosphere in the library.
 - Ensure real-time collection in the library (online/offline)

K. Madhavan

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- Ensure the maximum transaction hours (allotment, return and reissue of the book/others)
 - Ensure that all school libraries have a good number of up-to-date and functioning computer systems, along with all relevant ICT tools. (to provide optimal access to content)
 - University library should periodically measure the resources and services of its libraries to ensure that it meets the established objective of the Library.
5. To understand the scope of improvement and weakness, the online feedback mechanism (google form) should be chosen; for the services & resources available, the feedback (questionnaire attached as Annexure-B) should be conducted at least 2 times in a semester, and should be support by the outcome-based reports and respond.
 6. Weekly interface with students and faculty through the social media platform (Facebook, Twitter, University website pages etc.), about new arrivals in the library or any new additions in the library repository.
 7. Motivational signages at important places of the University should be placed.
 8. The suggestion box should be placed at the prominent places in the library, where the user can share their views/idea, as a valuable suggestion.
 9. Hold book exhibitions on special occasions like National Library Week, Independence Day, Republic Day, World Book and Copyright Day, etc. (different vendors and publisher may be allowed to participate). Display rare books, golden books, manuscripts, newly added books, or other books available in the library. This practice would lead to increase the awareness among the readers about the knowledge that the library possess, they can demand the books accordingly.
 10. Collation of student attendance/footfall as per the periods assigned in the timetable reserved by the schools/department, Cloud Campus App is preferred to capture the attendance.
 11. Ensure that the maximum number* of students access the library facilities online.
*** Get the logbook (footfall) data, the cloud campus app, online access and share the same with school's Dean/HoDs for improvement, at least twice a semester**
 12. An internal conference, seminar, guest lecture, student development program, context, mentoring sessions, informative meet should be held, at least twice in a

K. Madhavan

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semester, by school libraries in coordination with the skills and career counseling team. An extensive internal announcement must be made through electronic tools.

13. Strategic planning to acquire attention of library members and users by adding

A- Exclusive section for books on various competitive exams such as-

- i- UGC NET, GATE, Central Teacher Eligibility Test (CTET),
- ii- Government Exams - IBPS, SSC, UPSC, CDS,
- iii- Higher Studies - CAT, GRE, GMAT

B- Magazine Sections (weekly, fortnightly, monthly, and yearly subscriptions)

i- Magazines for UPSC and Govt Exams:

- Yojana
- Kurukshetra
- Economic and Political Weekly
- Down to Earth

C- Outlook, Sports world, India Today, Frontline, Business Express, Business World, Economic Times.

D- ADD Sufficient copies of The Hindu and The Indian Express, apart from TOI and HT- which are important for students preparing for competitive exams.

Conclusion

The emphasis is to enhance the academic and professional shape of the student. The library should coordinate with career council or Sharda Skill team to develop the learning dimension and connect with the best opportunities available within the learning and exploring period.

R. Madhavan

QUESTIONNAIRE**(For Schools)**

(Generate Google Form to take feedback and obtain the report, share the questionnaire via student e-mail ID)

The purpose of this questionnaire is to gain insight into your use of library resources and facilities that you commonly and preferably use while preparing for study. Your cooperation is requested to complete the questionnaire. The information collected will be kept confidential and will be used only for improvements of the library functioning and facilities.

Personnel Details:

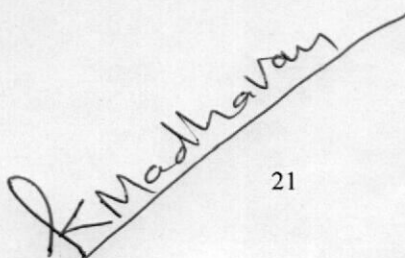
Name: _____ Student ID: _____

School: _____

Program: _____



Year: _____

1. Number of library hours allotted in timetable per week.
 - One hour per week
 - More than one hour per week
 - Not allotted
2. Are you visiting the library as per the timetable?
 - Yes
 - Sometimes
 - No
 - If no, why, please explain _____
3. Are you aware that your library attendance is also a part of curriculum attendance criteria?
 - Yes
 - No
4. Have you ever attended any Book talk in your classroom?
 - Yes
 - No
5. How often you get the opportunity to visit the library as per the subject reference given in classroom?




- Once in a week
 - Twice in a week
 - More than 2 times in a week
 - Never
 - No reference is given in the classroom study material
6. Please select the appropriate features & resources available in the library (online/offline)
- Video recording of Seminar, Guest Lecture, Conference, Surgery/medical procedures, moot court arguments etc.
 - Online Project, dissertation, assignments, teaching learning materials, question papers etc.
 - Magazine, rare book, manuscript
 - Updated competitive exam content/material/book/current affairs etc.
 - Suggestion box, First Aid Box, Computers for Internet surfing and research
 - Digital Library attendance system

R Madhavi



QUESTIONNAIRE**(For Library)**

(Generate Google Form to take feedback and obtain the report, share the questionnaire via student e-mail ID)

The purpose of this questionnaire is to gain insight into your use of library resources and facilities that you commonly and preferably use while preparing for study. Your cooperation is requested to complete the questionnaire. The information collected will be kept confidential and will be used only for improvements of the library functioning and facilities.

Personnel Details:

Name : _____ Student ID _____

School : _____

Program : _____

Year : _____

1. How often do you visit library?

- Daily
- Weekly
- Monthly
- As and when required or reference given in study material
- Never

2. Purpose to visit the library.

- To do assigned, book, project reading.
- To do subject research
- To update my knowledge
- To read magazines/book/notes/newspaper etc.
- To explore the competitive exam books, literature, or content

3. Do you think it is needed, important and essential for the students to use the library resources effectively for learning and profession development?

- Yes
- No

If no, please explain, why _____

4. What motivates you to visit library?

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- It is peaceful environment to study
 - The range of study material available is up to the requirement
 - Internet and computer facilities in library for research and study material
 - Nothing special that motivates for visiting/revisiting the library
5. Are you regularly receiving information regarding new arrivals, collection, and e-resources through the website/social media platform etc.?
- Yes
 - No
6. If you are dissatisfied with the services and resources of the library, please indicate the main obstacles?
- Insufficient help
 - Inadequate library tool and resources
 - Inadequate computers and e-learning platform
 - Very tiny collection of the relevant subject
 - (Please name the subject) _____

K. Madhavan

Annexure: 1

Sharda University Standard Operating Procedure – Library Repository System

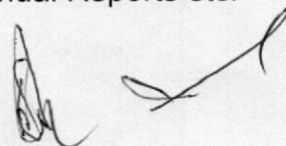
- 1.0 Digitization of Materials/Content/Document (Converting Hardcopy into Soft)
- 2.0 Content Hosting (For the preservation/hosting of valuable collection for education study & references)
- 3.0 Uploading of Ph.D. theses, Project and Dissertation on iCloud synced with Library Repository Portal (Research material)

1.0 Digitization of materials/ contents/ documents

1.1 Measures

- i. The Central Library will provide a space in central library with Desktop and Scanner where a document scanning facility will be available i.e. converting a hardcopy to an electronic (soft) copy.
- ii. The central library will ensure that important and informative content on the library repository system is uploaded for easy access of the e-material/e-content through internet and intranet.
- iii. What should be digitized? The University Central Library shall decide what should be digitized and preserved. it should be ensured whether whole document to be scanned or a portion of it.
- iv. The digital collection may include
 - a. Text/reference books
 - b. Old Books, Manuscripts and Rare books
 - c. Documents or the material that may be lost/damage
 - d. Photos, Images (with caption and short information)
 - e. Publications (copyright free)
 - f. Theses, Project Dissertations
 - g. Internal Research Papers, Technical Reports and Annual Reports etc.


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- h. Newspaper and Magazines clippings/cuttings (educational news, exam news, learning promotion news, competitive exam news/announcements, etc.)

1.2 Process and procedure for of scanning

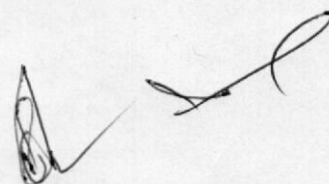
- i. For considering the material to be digitized, the first algorithm will be the physically assessed by the librarian who understands the material demand, the intellectual property rights, or/and free from copyright.
- ii. The material to be digitized must be approved according to the library's norms and algorithm (document/content/materials, after getting the approval of library committee/Advisor LRC. It should be uploaded and hosted by the digital repository of the central library).
- iii. The required space in repository system shall be monitored regularly.
- iv. All document must be in the prescribed format (as required to be hosted on the library repository) and must not exceed the restricted limit of 5MB per file.

2.0 Content hosting (Library Repository)

2.1 The hosting of major documents/material/content by the library repository system

- i. Student project & dissertation
- ii. Theses and assignments
- iii. Textbooks/reference books
- iv. Manuscripts and rare books
- v. Old book and materials
- vi. Internal publications, other books
- vii. Internal research papers, technical reports and annual reports etc.
- viii. Newspaper and magazines

Amadharan



- ix. Videos of internal FDP, Seminar, Conference, Guest Lecture, Lecture references PDF/Module, teaching-learning material, presentations, recorded moot-court discussion/arguments, medical video, surgery procedure video, nursing procedure videos etc.
- x. Conference Paper
- xi. Journal Articles

The copyright material will be uploaded in the repository only after the permission/approval of the **author, publisher and organization**.

2.2 Contents removal process of out-dated information:

- i. The Central Library will observe and monitor the usage of uploaded material in the repository system and share the report once in a semester to Library Committee/Advisor (LRC).
- ii. Appropriate action will be initiated by the Central Library after the comments and opinions received by the Library committee/Advisor (LRC).

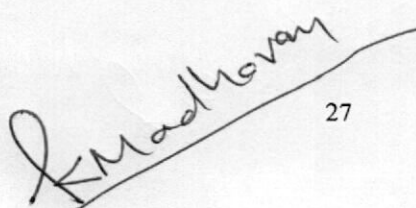
2.3 How to access Library repository:

- i. Library repository link on the University website for accessing the uploaded e-content is given under the Library section (Sharda webpage > Campus Life > Library > Institutional Repository).

3.0 Uploading of Ph.D. Thesis, Project and Dissertation on Library Repository System

3.1 Ph.D. thesis

- i. After receiving the soft copy of the final thesis from Controller of Examination (COE) office, the Central Library will upload it to the library repository system (internal cloud/server) for all remote access.


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- ii. Ensure that thesis is accessible through internet and intranet (all remote access)

3.2 UG project reports and PG Dissertation

- i. Final year students (UG/PG) will submit their project/dissertation according to the standards established by the school/department faculty.
 - a. The plagiarism of the project/dissertation should be checked through Turnitin software, or
 - b. Softcopy to concerned faculty member for vetting, plagiarism check, and approval.
- ii. After getting approval/acceptance report for outstanding work from faculty, the student will upload it to iCloud EMS along with a copy submission to the concerned school/department for their records and documentation.
- iii. Then, after uploading, the softcopy of the project and dissertation will be extracted and sent to library repository by the iCloud Team (every year at the end of the academic year). On getting the data, library will upload the same on the Library repository system.
- iv. After ensuring that the project and dissertation are uploaded in the library repository, the faculty will endorse the marks and comments.



Annexure: 2

Sharda University Library System

Books Recommendation Form

School of

Date:
Form No.

Name of the course:
Name of the Department:

Term:

No. of Student in the Class:

S. No	Information about Books					Type of Books		Whether prescribed in the syllabus (Y/N)	Required copies *	Name of the Faculty/ Student Recommending Books *	For Library use only	
	Title *	Author *	Publisher *	ISBN	Price (Rs.)	Reference (Y/N)	Text (Y/N)				Available copy in the library	Total required copy
1												
2												
3												
4												
5												

Signature of the
Dept. Head
Librarian

Signature of the
University

R. Madhavan

[Signature]

Annexure: 3**Sharda University Library System****Journals/ Online Database Recommendation Form**

School of

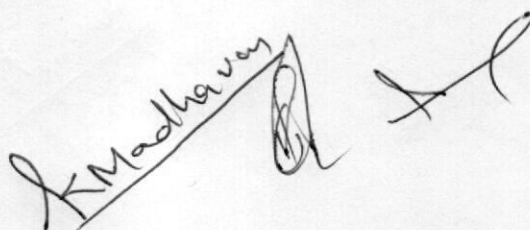
Date:

Form No:

Name of the Faculty Recommending:


Name of the Department:


S. No.	*Name of Journal/	*Publication	Frequency	Price	*E-Journal	*Hard Form	Remark
1							
2							
3							
4							
5							


Signature of the
Dept. Head
LibrarianSignature of the
Uni.


Annexure: 4

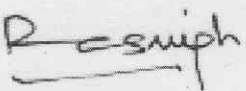
S. No.	School	Reading Section	Circulation Section
1	• School of Architecture & Planning	8:35 AM to 04:15 PM	09:00 AM to 04:00 PM
2	• School of Law	8:35 AM to 04:30 PM	09:00 AM to 04:00 PM
3	• School of Dental Sciences	8:35 AM to 08:00 PM	8:45 AM to 05:00 PM
4	• School of Medical Science and Research	On 24x7 basis	09:30 AM to 05:00 PM
5	• School of Nursing Science and Research • School of Allied Health Science • School of Education • School of Pharmacy	8:35 AM to 04:15 PM	09:00 AM to 04:00 PM
6	• Swami Vivekananda Library • School of Engineering and Technology • School of Basic Sciences and Research • School of Agriculture Science • School of Art Design and Media Studies • School of Business Studies • School of Humanities and Social Sciences	Monday to Friday (Timing 8:45 AM to 10:00 PM) Working Saturdays (8:45 AM to 7:00 PM)	8:45 AM to 04:30 PM



Prof. V.P.S. Arora
Professor Emeritus



Shri R.D. Sahay
Advisor Policy


Prof. Prama Nand
Dean Academics,


Prof. Anubha Vashisht
Director IQAC


Prof. R.C. Singh,
Advisor Learning Resource
Centre (LRC),


Dr. K. Madhavan
Librarian, Central Library.


Mr. Firoz Khan
Admin Officer, IQAC

Approved By

Vice Chancellor
Sharda University