SMT. HANSA MEHTA LIBRARY

Library Manual

(Standard Coded Procedure)

Smt. Hansa Mehta Library

The Maharaja Sayajirao University of Baroda

Station Road, Sayajigunj, Vadodara. Gujarat

www.hmlibrary.ac.in

Approved by syndicate vide Sr. No. 6 dated. 30th January 2018

University Library System

Introduction of University Library System

University Library System comprises of the main University Library i.e. Smt. Hansa Mehta Library at its apex and 13 constituent Libraries.

Smt. Hansa Mehta Library, the University Library, has been named after Smt. Hansa Mehta, the first, eminent Vice-Chancellor of this University has already celebrated its Golden Jubilee in the year 2000. With a collection of more than 800k documents, more than 1100 research journals in at least 30 subject areas and academic clientele of 35,000+ students; 1100 + teachers, 13 constituent libraries and professional staff of more than 50 persons, the Maharaja Sayajirao University Library System is one of the richest and biggest in the country. All libraries function under the supervision and guidance of the University Librarian.

STRUCTURE OF THE UNIVERSITY LIBRARY SYSTEM

Considering the residential structure of this University, existing structure of the University Library System was propounded by the first University Librarian, Late Dr. C P Shukla. He was a pioneer in introducing concept of LIBRARY NETWORK way back in early 1950s in the University System by putting constituent chain of Libraries under the umbrella of University (Central) Library. The year 1955 was an important landmark in the history of the University Library. In this year, the University authorities laid down a comprehensive policy for the Library services. Under this policy, it was decided that in order to achieve efficiency and uniformity, all the libraries of the University would work under the guidance and supervision of the University Librarian; that there should be a common scheme of classification and cataloguing and that there should be a Union Catalogue which would show the book resources of the whole University. Accordingly, it was also decided that the libraries of Faculties of Arts, Science, Commerce, Education and Psychology and Intermediate College should be merged with the University Library.

SPECIAL FEATURES

❖ All the libraries have an open access system.

❖ To facilitate the readers about the collection of the various Faculty Libraries, a Union Catalogue is being maintained at Smt. Hansa Mehta Library (presently OPAC)

❖ The Maharaja Sayajirao University of Baroda Library System is the only Educational Library System in India that follows Library of Congress Classification System. (LCC Outline)-pdf

❖ Out of 13 constituent Libraries under the University Library System, all faculty Libraries are fully automated.

❖ Provide Library operations through Library card using bar code technology

Collection

• The **total collection of Smt. Hansa Mehta Library is 6,20,882** (including bound journals)

• **University Library System collection (8,62,867)** comprises of all the Faculty Libraries

• E Resources through E Shodhsindhu

• E Resources subscribed by MSU

• Print Journals subscribed by MSU

• Resources available through N List

Library Management

Organizational Chart

The University Librarian is assisted by the Assistant Librarians to administer the University Library System.

Vice Chancellor (Chairman, Library Committee)
|
Library Advisory Committee
|
University Librarian (Secretary, Library Committee)
|
Deputy Librarian cum coordinator
|
Assistant Librarian
|
Technical Assistant
|
Semi Professional Staff
|
Assistive Staff

Functioning of the University Library System

All the constituent libraries of the University Library System work under the guidance & supervision of the University Librarian. The processes of acquisition (purchase), technical processing (classification), physical processing (stamping, labeling on spine etc.) etc. of all the books of all faculties, are centralized in the University Library. The books reach to their respective library only after the physical process is over. A centralized record of all the learning material (books, theses, dissertations, e-books, e- journals, e-databases, ETD) is maintained at Smt. Hansa Mehta Library (University Library). The registration of membership, circulation of books and subscription of journals are the functions performed by the libraries independently.

Library plays a very critical role in supporting the academic programmes of the University. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, DR.S.R.Ranganathan, father of library Science in India has rightly said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

User

Learning Resources   Library Staff
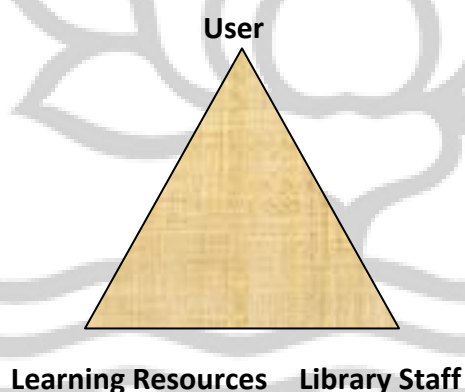
General Information of the University Library

Working Hours

The University Library remains open on all days, including Sundays and Holidays except few Holidays like Diwali, Makarsankranti, Holi-2nd day etc.

The usual working hours of the Library :

- ➢ Reading Room   : 8.00 a.m. to 8.00 p.m. (except during vacations)
- ➢ Issue and return of books (Home Reading): 10.30 a.m. to 6.00 p.m.
- ➢ Periodicals and Reference Services: 10.30 a.m. to 6.00 p.m.
- ➢ Photocopying service is provided between 11.00 a.m. to 5.00 p.m.

Note :

- Books are neither issued for home reading nor received for discharge on Sundays and holidays.

- Faculty Libraries usually have the same working system with some changes according to academic schedules of the respective faculty.

Services offered

- SMS Alert Service
- Inter Library Loan
- Document Delivery Service
- Referral Service to clientele.
- Access to University Research Reports and other material.
- Access to Rare books and Special books Collection and related services
- User Orientation programme to New entrants
- Visitors from outside The M S University of Baroda
- Compilation of Bibliographies and Webliographies on demand
- Services to Visually Disabled users
- Assistance to readers in the use of Library resources
- Information service based on databases
- E-information to the User community of MSU thru e-mail
- Photocopying services
- Internet Surfing
- Online Registration
- Web OPAC
- Assisting in plagiarism check
- Supporting e content development
- Institutional Repository
- Kindle Library
- Assisting in Reference generation

LIBRARY COMMITTEE

As per University Handbook, 0.32, a Library Committee is a "general policy making body for the library service of the University which advices the Syndicate on any matter connected with the Library service including funds, books, staff etc., allocation of funds for various subjects or purposes; writing off the unserviceable books or loss of books."

Library Committee renders advice concerning all Library matters. The entire University

Library System is governed by the policies designed by the Library Committee where the Vice-Chancellor of the University is at the Apex and other academics as its members. The University Librarian is the Secretary of the Committee.

The function of the Library Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Committee is to act as a channel of communication and dialogue between the University Library and its users. The Committee's main objective is to aid in the establishment a bridge between the Library and the academic fraternity and the institute management. The Library Committee (LC) is appointed by the Vice Chancellor of the Universityand is a statutory Committee.

Composition:

The composition of this Committee is as follows:

- Chairperson: Vice Chancellor will be the chairperson (Pro Vice Chancellor in case of absence of Vice Chancellor)

- Members: 6 members from PG Council who are also the Deans of faculties; 8 Teachers (Professor category), 5 Syndicate members, 1 Senate member + special Invitees including the Registrar

- Secretary : University Librarian Shall be the Secretary of Library Committee

STANDING COMMITTEE

Standing Committee is constituted vide SR no. 18 dated 18-3-2017 to

- Decide about standard operating procedures for purchase of books, subscription and renewal of journals, e books, e journals, e databases, database services, digitization of annual reports, rare books etc.
- Explore the initiatives for buying and implementation of software for various library services, plagiarism, users feedback and recommendations.
- Develop e-resource center for the staff and students of the University and State of Art.
- Digitization of learning material

As per University Handbook, S 137-A (b) "The Librarian shall be responsible for all matters concerning the University Libraries and other Libraries of the Institutions under the University and the purchase, cataloguing and maintenance of books and journals and operation of the Libraries. He shall see that deadstock and all other registers are properly maintained and shall carry out physical verification of the deadstock, books and journals, etc. at least once e3very three years. He shall also perform such other duties as may be assigned to him and enjoy such powers as may be prescribed from time to time."

Acquisition Section

University Library System acquires books for all its constituent Libraries comprising of 89

teaching Departments of 14 Faculties, 3 constituent Colleges and 2 Institutions at Smt. Hansa Mehta Library (University Library).

1.Book selection

It has been a practice to invite recommendations from Faculties and students for procuring reading material. Library staff also recommends general textbooks and reference books and e learning materials and those materials which are not covered under departmental subject categories.

There is a prescribed format of the University in which vendors and learning material are recommended by the Deans of Faculties / Heads of Departments. Discount is decided as per University Policy.

Collection Development Policy

The Library has laid down elaborate collection development policies covering all formats of learning resources with an aim to develop and sustain a world class library in the area of all discipline. Library pays particular attention to the reading lists and the suggested course requirements. These general guidelines provide an indication of the scope and limits of the collections. All the learning resources held at the Library been selected after careful consideration with regards to their content, coverage and treatment to the subjects.

Book Purchasing procedure

The Library checks for duplication and updated edition, and places the list of recommended books before the Library Standing Committee (LSC) for its review. Some very urgent requirements of books forwarded by the Deans may be purchased with the approval of Convener of the Library Standing Committee.

Once approved by the LSC for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders if felt necessary.

On the recommendations of the faculty the Library may purchase multiple copies of those books which are found to be in great demand.

The Library sends Book Order for University Library Approved Vendor.

Purchasing policy for procuring learning materials:

The coded standard procedure for purchasing learning materials in the library as per University Handbook:

"As per statute 137-A (b), University Librarian has been empowered to purchase the learning materials as per the procedure approved."

Smt. Hansa Mehta Library is procuring Books and Journals as per GOC guidelines and GFR, GOI rules since the inception of the University.

- ###Library Standing Committee held on 11-4-2017, 12.00 noon resolved that the following policy may be followed for the purchase of books.
- Textbooks (Short discount titles)- 11% (Minimum)
- General books of all the publishers – 23%
- Govt. & Society (Institutional) publications- As per their institutional policy.

In exceptional cases, meeting of standing committee should be called and the will be deciding.

- GOC rate will be followed as per the date of order.

Can be modified from time to time by University authorities.

Library: Different from stores: As indicated in the GoI. M.F. OM 23(7)-EII(A)/83 dated 7th Feburary 1984, (GFR 116(2)(1) (1978)), "the position of library books, etc., is different from that of stores". The above OM is reproduced below:

"Librarian (not below the rank of Deputy Secretary to the Government of India) subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard book sellers on the prevalent terms and conditions. Tenders need not be called for this purpose."

This has been resolved in Library Standing Committee which met in April 11, 2017.

Procurement Process

   I. **Initiation of Acquisition:**

- Receiving Recommendations by Indent Forms, Emails, Publisher Catalogues marked and signed by Head / Dean.
- Find out the Exact details of the Title recommended
- Duplicate Checking, updated edition, price, conversion rates
- Correspond with Suppliers/vendors for checking availability Status
- Put up for Approval Library Standing Committee.
- Prepare and Issue Purchase Orders

Terms and conditions for Vendors

   a) Supply of publications at current catalogue prices.

b) Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC)

c) Discount to be fixed by Library Standing Committee.

d) Wherever advance payment is required, the same may be made and a record thereof should be maintained

e) Certificates on bills by Library (a) only latest editions have been supplied (b) prices have been correctly charged in accordance with the publisher's latest catalogue.

f) Unless otherwise mentioned on the books, all bills to carry the price proof(like photocopy of publishers catalogue, print out from publishers online catalogue, distributors invoice from the vendor)

g) The Purchase Order issued will be valid for Current Year unless otherwise mentioned.

Accessioning

- Accessioning : Enter the details of the Invoice and Books in Accession Register in EXCEL sheet
- Assign Accession Numbers to Titles in invoice
- Maintain Bill Register Data in EXCEL Sheet

Bills Processing:

- Receive Books from Suppliers/Vendors
- Cross checking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee rates
- Price Proof Verification for Foreign Publications and for books on which price is not mentioned (Photocopy of the Publisher catalogue, Print out from the Publisher's Website, photocopy of the invoice received by the supplier from the distributor)
- Process Bill for payment in prescribed R-Form which is audited by University Auditor before making payment.

Processing Books:

- Stamping – Library Stamp to be put on books on back side of title page with accession number, price and vendor name.
- Paste bar Codes on the last page and laminated.
- Send the books to Technical Process Unit for Classification.

Books received as Gift

- Normally, the library accepts books depending on their utility and physical condition.

- These books are accessioned, classified and stacked after acknowledged.

Vendor Follow Up:

- Titles Not Supplied

- Reminders to Suppliers

- After checking the inability of one supplier, redirecting the Order to another supplier

Technical Process Unit (Catalogue Section)

1. **Classification**

- Technical Process Unit (Catalogue Section) classifies all the documents received for University Library System.

- All the documents are classified by using Library of Congress classification scheme.

- Call No. is written on the back of Title page.

2. **Cataloguing**

- Bibliographic details of each document is entered in to Catalogue Module of library software SOUL

- OPAC helps to know the location of the document in the University Library System.

- Assigning subject index as a keywords to each title.

- Data is edited as need arises.

Journal Section

Subscription to Print /e-journals and online databases

1. The Faculty / Department wise list of Print / e-journals & Databases are compiled and forwarded to the respective Deans / Heads for recommendations before placing them in the Library Standing Committee meeting.

2. Recommendations are received from the various Faculties / Departments to subscribe / renew the print / e-journals and databases.

3. A Library Standing Committee is formed by the Authority to negotiate with online database dealers about the subscription cost of each database.

4. After obtaining recommendations from the various Faculties / Departments, Print / e-journals and databases are subscribed / renewed through authorized subscription agents keeping in view their past service records. Some Print / e-journals and Databases are also ordered directly from the publishers.

5. Before renewing the Databases/E Resources, its previous usage is considered.

6. The Journals / e resources are no discount items and under Govt. of India General Financial Rules, no tender needs to be invited for Print / e-Journals / e database subscription.

7. The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of order.

8. The payment for Print / e-Journals subscription is made as per the GOC rates prevailing on the date of Order.

9. The supplementary bills are accepted in case there is rise in price of the Print / e-Journals.

10. Each Print / e-Journal is considered as a separate item in itself. The payment for each Print / e-Journals is treated as Advance Payment. The payment is made from the budget head "Books Periodicals and E- Resources" or any other head such as Plan Grant/ Project Fund etc.

❖ Amendments done through Library Standing Committee's in new procurement policy from time to time

Subscriptions of Journals:

Procedure

i. Supply of periodicals at current catalogue prices.

ii. Sign an Agreement with the vendors in case of Foreign Journals

iii. Proof of GOC exchange rates having prices in foreign currencies as on the date / month of Order

iv. Wherever advance payment is required, the same may be made and a record thereof should be maintained

v. There is no discount on the journals

vi. Prices have been correctly charged in accordance with the publisher's Price Proof

vii. Library should not subscribe journals against 'personal subscriptions'. However, Journals are received against institutional membership only

viii. Journal subscription payments: The payment towards the journal subscriptions could be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).

ix. Missing issues: Replace original missing issues or refund either in the form of credit note if option viii (b) is opted.

x. Claims: Missing issues/delayed supply of the journal issues can be claimed on regular basis, if opted for option viii (b).

xi. Online access: Negotiate with the publishers/vendors and arrive at win-win situation regarding electronic version of the print subscriptions and get access to such materials.

xii. Try to enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.

xiii. Consortium: Since the Institute has access to the 'UGC-Infonet e-Consortium' care should be taken to check for duplication before placing any order.

xiv. Trial Access: Many a times publishers propose for trial access to their respective journals collections which can be made accessible through the Institute's IP range to supplement the existing journals collection whenever possible.

xv. Try to enforce terms to publishers/ vendors to get maximum free online against print (FOAP) subscription.

xvi. Usage statistics of e resources is reviewed before going for renewal if not recommended by the Head of Department.

Receipt and access to the materials:

Check-in system:

i. Ensure that the items received are as per the order / access is enabled to the desired resource

ii. Computerized record of receipts of the journal issues

iii. Article/s entry into the in-house database

iv. Timely display of the Loose Issues of the periodicals on the respective display racks.

v. Linking to the online content wherever applicable

vi. Accessioning the virtual resources could not be done since they do not exist in physical form (IP authentication)

vii. Accompanying materials such as CDs/DVDs etc. are being preserved in the Library and uploaded on server at HML and made accessible on intranet.

Gratis and Exchange Periodicals:

i. The documents relevant to the scope of the Institute's study and research areas be added and accessioned in the collection

ii. Try to enforce terms to publishers/ vendors to get maximum free online against print subscription.

iii. Gratis may be accepted

iv. Avoid duplication unless essential

v. Find good place for the documents that are not relevant to the Library.

Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a Stack Area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving. Adequate space should be provided for archival Collection

The following categories of materials can be considered for weeding out:

i. Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out time to time.

ii. Duplicate issues of the journals may be weeded out.

Policy for disposal of unusable books

i. Termite affected / brittle books should be disposed off every five years, as per University Norms.

Safety Policy

i. Insurance should be taken and renewed every year for library building and its collection for both Smt. Hansa Mehta Library and SSMT library.

ii. Fire extinguishers should be periodically checked in presence of staff members.

ii. Medicines in First Aid box should be checked periodically and replaced every year on 1st April.

Procurement of e-Resources

i. Large opportunities exist in this area for negotiation with the publishers/ resource providers and arrive at win-win situation. E-journals, e-books, databases, etc., are the resources available in electronic form and one can have virtual access to these.

ii. There exist many pricing models. The libraries can adopt the model depending on various factors. The libraries have to decide based on the estimated usage and cost to go for any of the access.

iii. Experiences indicate that the young generation of users are for the e-access and therefore there is a need to have a major shift of our print resources to e-resources. This would also resolve other management issues.

iv. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.

v. There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost virgin and challenging field.

vi. Since the UGC Infonet e-journals consortium (now E Shodhsindhu) is providing access to large number of resources to Universities, care needs to be taken that institute gets maximum number of e journals from that consortia.

vii. In case of termination of the agreement or on expiry of the agreement, the licensor shall provide the full-text of the e-journals entered into agreement and for the period of agreement on the prevalent state of art formats i.e. DVDs, CDs, etc., with the retrieval software.

viii. E-books are becoming a common reality. Like journals it is essential that the access to these resources be provided taking in to account current pricing models and trends in usage.

Anti plagiarism and **URKUND software**– University Librarian is coordinator for the University to access URKUND through INFLIBNET

e-ShodhSindhu

Based on the recommendation of an Expert Committee, the MHRD has formed

e - ShodhSindhu merging three consortia initiatives, namely UGC-INFONET Digital Library Consortium, NLIST and INDEST-AICTE Consortium. The e-ShodhSindhu will continue to provide current as well as archival access to more than 15,000 core and peer-reviewed journals and a number of bibliographic, citation and factual databases in different disciplines from a large number of publishers and aggregators to its member institutions

- IP Based access to all e-Resources
- Statistical usage reports of e-resources

Document Delivery Services:

MSU Library has been recognized as one of the Twenty Two Document Delivery Centres established by UGC-INFLIBNET, Ahmedabad. The Centre will deliver, on demand, the copies of research papers from 4000 and odd print journals subscribed by these 22 Centres apart from 7000 and odd full text e-journals, conference proceedings and other materials. Access to all these journals has been provided through JCCC gateway portal. Users can also submit an online request in JCCC for the article from both print and e-journals.

Digital Library Services: A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases, Institutional Repository, etc.

- Digitization of library materials including Rare and Out of Print books but in demand
- Digitization of Theses and Dissertations submitted.
- External Digitization projects
- Scanning and printing facility for the students

GICC

Global Information and Communication Centre: E- Resource Centre has been started from September 2004. Teachers, research scholars and Post Graduates students can browse through online journals and databases and download the required information. The timings of the Centre are from 11.00 am to 5.00 pm.

Salient features

- GICC in a networked environment with 10+ computers
- Both reading and computing facilities
- Laser printing/ scanning facility
- Access to full text online journals through UGC-Infonet E-Journals Consortia and other library e-resources.
- IP based Web Cameras for surveillance to enhance security of the library resources

Rates in Global Information and Communication Centre

Sr No.	Particular	Rates
1	Browsing for MSU Readers	**Rs 20.00 for one hour**
2	Browsing for 30 mins (MSU)	**Rs 10.00**
3	Browsing for outside users **other University/ Readers and**	**Rs 30.00 for one hour**

	Temporary Members (per day)	
4	Corporate Members	**Rs 50.00 per hour**
5	CD writing on user's media	**Rs 30.00**
6	A 4 Size Laser print outs	**Rs 5.00 per page**
7	Scanning per page	**Rs 20.00 per page**

Acceptable Use and Code of Conduct:

1. Do Not Connect Your Mobile To Computers.

2. Do Not Install Any Software Without Prior Permission.

3. Do Not Download Movies OR Songs.

4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.

5. Do Not Save Any Document On The Desktop.

6. Kindly Scan Your Pen Drive, CDs OR DVDs Before Use.

7. Keep Your Mobile On Silent Mode.

8. Eatables are not allowed inside.

9. Take Care Of Your Own Belongings.

10. Turn Off The Computer After Your Work Is Completed.

11. All Drives Will Be Formatted After Every 15 Days by IT team Without Any Intimation.

12. IT Team Will Not be Responsible For Any Data Loss

13. Kindly Co-operate with IT Team For minimum time of the Computer.

14. Please Inform To IT Team In Case Of Any Computer Problem.

15. Please Keep Library Clean.

16. Keep Silence In Library.

Licenses and Fair Use of e-Resources:

The INFLIBNET Consortium subscribes to thousands of electronic journals including full-text electronic resources and bibliographic databases for its member institutions. All electronic resources available through the Consortium are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the INFLIBNET Consortium on behalf of its member institutions. The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can

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be used. It is the responsibility of individual users to ensure that e-resources are used for personal, educational and research purposes only. Most of the agreements entered into by the Consortium and publishers specify items that users are prohibited to do. Some of them are as follows:

- Systematic or programmatic downloading, retention, and printing are prohibited. For example, you cannot download entire issue of a journal or print out several copies of the same article.

- Electronic distribution of content is also restricted although the specific restrictions vary from publisher to publisher. It may be permissible to forward an article to another colleague in your own institution by email, however, transmitting an article to someone outside of the institution, or to a large group of recipients, a mailing list, or an electronic bulletin board, is not allowed.

- If you are teaching a class, you can print out a copy of an article from an electronic journal and include it in your course pack. However, do not make multiple copies for circulation. Copyright laws protect published material in any format so that it cannot be copied except in accordance with fair use. Providing access to material for educational purposes falls within the realm of fair use.

- Please ensure that the resource is used for educational and research purposes and not for commercial purposes.

- Providing electronic links on your course web pages to the Library's licensed resources is permitted but you cannot post the PDF of an article on your website. The publishers' main concern is that people outside of your campus network should not be able to access resources licensed by your institution. However, a researcher can post a pre-print of an article written by himself.

- As with any kind of scholarly communication, a researcher can use phrases or quotes from other articles and cite the source of information. However, a researcher is prohibited from using large chunk of information (paragraphs and chapters) from an article or from a chapter in a book.

What Happens if the License is Violated ?

Publishers track the use of their electronic resources in terms of number of downloads made by subscribing institution. Misuse, if any, is notified to the subscribing institution with details of kinds of violations and institution is expected to take action. The publisher also suspends the access to e-resource pending suitable action by subscribing institution. The access

is stopped not only for journals where license agreement was violated but for all journals by the same publisher. Moreover, the access is suspended not only for the individual violator but for the entire institution.

Conditions of Use and Licensing Restrictions for Electronic Resources

The Consortium subscribes to thousands of electronic journals and bibliographic databases for use by authorized users in member institutions. The terms and conditions for using these resources are spelled out in electronic resource license agreements with each publisher. It is the responsibility of individual users to ensure that the use of electronic resources does not breach the terms and conditions specified in the license agreements. Licenses vary from publisher to publisher; however, the general principles are as follows:

Permitted	Not Permitted
− Viewing, downloading, copying, printing and saving a copy of search results	− Use of robots or intelligent agents to do systematic, bulk or automatic downloading is not permitted
− Viewing, downloading, copying, printing and saving individual articles	− Systematic downloading or printing of entire journal issues or volumes, or large portions of other e-resources is not permitted
− Using e-resources for scholarly, educational or scientific research, teaching, private study and clinical purposes	− Using e-resources for commercial gain is not permitted (i.e. reselling, redistributing or republishing licensed content)
− Sending a copy of an article to another authorized user (i.e. current faculty, students or staff)	− Transmitting, disseminating or otherwise making online content available to unauthorized users (i.e. sending to mailing lists or electronic bulletin boards) is not permitted
− Posting the URL to the publisher's version of the article on a class website (publisher links will allow only authorized users access)	− Posting the publisher's version or PDF of an article to an open class website is not permitted (instead, post the URL to the article which will allow only authorized users access)

Breach of the license agreement with publishers could result in the suspension of access to the resources for the member institutions.

Computer Access-Acceptable Use and Code of Conduct:

Only registered members of the Library are authorized to use the Computers, Internet facility or to access e-Resources. Prior to such authorization, the students must sign and return the Library Registration Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers-either their own or another person's; or using the network in a way that would disrupt use by others.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the IT Section, reserves the right to terminate access to system resources for any user who violates these guidelines.

1. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

2. Users shall not use Computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.

3. Users may not **install, download, copy, or distribute copyrighted materials** such as software, audio or video, files, graphics, and text without the written permission of the administrator.

4. Users shall not use the Computers for illegal purposes, in support of illegal activities, or for any other activity prohibited.

5. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a **bug, virus, worm, Trojan Horse**, or known by any other name.

6. Users shall not use Computers to purposefully distribute, create, or copy messages or materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

7. In the event that accidental access to prohibited materials occurs, users are expected to immediately discontinue such access and report the incident either to Library staff or to the administrator.

8. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.

9. Users shall not alter or vandalize computers, networks, printers, or other associated equipment and system resources. Alteration or vandalism includes, but is not limited to: removal of parts, intentional destruction of equipment, altering system settings or software, installing unauthorized or unlicensed software or programs, attempting to degrade or disrupt system performance, or attempting to make system resources unusable.

10. Users shall not use Computers for the forgery or attempted forgery of email messages. Attempts to read, delete, copy, or modify the email of other system users, deliberate interference with the ability of other users to send/receive email, or the use of another person's email account is prohibited.

11. Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

Circulation Section:

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 to the library. Efficient functioning of Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are

a) Issue and return of Learning Resources(Primarily Books)

b) Registration (online/offline) of new Members and issue of barcode Generated Library Card for Users

c) Inter Library Loan Service

d) Operation of "Circulation Module" of SOUL software and up-dation of all data related to users at Circulation desk

e) Sending Reminders for overdue to users

f) Issuing No Dues Certificate

g) Physical visit in Library during Orientations

Issue/Return procedure

Issue/Return of library materials is the routine operation of any library.

While Issuing Book:

- Quickly glance at the book for any damage
- Issue the book/s using barcode technology

While receiving the books:

- Quickly glance the book for any damage
- Return the book using scanner and overdue fine if applicable
- Send back the books to Stacks for Shelving

Loan Criteria/Borrowing

Documents that cannot be borrowed

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- Dissertations/Project Works/ Reference collection are not issuable.
- CD ROMS, DVDs and audio video cassettes

Book/s issued to reader/s, (Category wise) keeping in view the CBCS system

Sr.no.	Category	Books Issue	Loan period
01	Under Graduate Student	03	30days
02	Post Graduate Students	04	30days
03	Faculty Lib.UG student (MKAmin, Perf Arts)	01	30days
04	Faculty Lib.PG student(CASE, Perf Arts)	01	30days
05	Ph.D./M.Phil	06	30days
06	Permanent teachers	10	365days
07	Temporary teachers	08	365days
08	Retired teachers	0-5 (on deposit of Rs.5,000/-)	30days
09	Visiting faculty (**On request, may come through HOD**)	02	365days
10	Researcher/JRF/SRF	06	30days
11	Permanent Administrative Staff (Non-teaching)	04	365days

12	University Officer	08	365 days
13	Individual Member	01	30days
14	Corporate Member (Large, for 03 – one for each Member)	03	30days
15	Head of the Department (Use as Department Collection)	2000	--
16	Corporate Member (Medium, for 01 Member)	01	30days
17	Senate/Syndicate Member	08	365days
18	MSUniversity Alumni Member	02	30days

Out of Print /Lost books:

Price of book/s up to INR.50=00, treat as INR.50=00 x25 times= INR.1, 250=00.Photocopy of lost book/s may be accepted only if the said book/s is/are available in M S University Library System. If cost of book lost is less than INR.100=00, 25 times more be charged and Hon. Vice Chancellor be authorized to take decision in disputed matters. Books published after 1990, latest edition of the book lost may be accepted. Photocopy will not be accepted in such cases. In case of out of print books, photocopy may be accepted with 25 times more charge of the cost of the book/s.

Day Membership/Visitors Access

Category	Library Usage Fees	Entitlements
Other University research students, along with photo ID proof and recommendation letter from respective university	INR.50.00 per day	Access to print collection
For regular students and others, registration form fees	INR.20.00	Library Registration
M S University Ex- students library membership for 30 days (Only for reading facility)	INR.500.00	Access to print resources only. No access to E-resources
M S University Ex-students Per day library membership (Only for reading facility	INR.20.00	Access to print resources only. No access to E-resources.

Readers Overdue Fine Per book Per day after 30 days	INR.02.00	----
Duplicate Library Card Plus new membership registration form fee	INR.100.00 INR.20.00	----
Permanent/Temp. Teachers and Permanent Administrative staff (Non-Teaching) overdue fine per day per book after 365 days	INR.02.00	----

Theft/Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.

- Each case will be examined to ascertain its genuineness and the matter will be reported to the University Librarian for further action.

Inter Library Loan :

The Library offers Inter Library loan services to its library Registered Members for the book/s not held by the University Library System.

The Inter-Library loan facility **through University Librarian.**

ILL service is being provided by Circulation Section and book/s is being delivered as per the request receiving from various Universities through **DELNET**.

DELNET Link

Web Address: http://delnet.nic.in

Click on to: **DELNET Online**

Login & Password: are available in GICC Section of Smt Hansa Mehta Library.

You can send request to following E mails:

1. Phshah30@yahoo.co.in

2. Through University Librarian (librarian@msubaroda.ac.in)

Reference Service

We believe in providing services in a personal way to our users. Smt. Hansa Mehta Library has beautiful collections of Knowledge Resources both in print and electronic form. It is our

endeavor to provide you the Reference Service in locating the Resource and Information in the best possible way.

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks etc. in the Reference Section. The collection ranges from general to subject specific sources. Users can also contact staff on duty for any assistance.

Library also has access to online reference sources which may be accessed from the library website.

Trained Library staff provides assistance with general enquiries and guidance regarding the organization of the Library and use of OPAC.

Information Literacy/Library Orientation: Library conducts Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, user awareness programmes are conducted.

Issue of Library Use Certificates

Librarian issues Library use/Attendance certificate to research scholars who request for it, who are endorsed by Reference Section. They must apply for it by producing an introduction letter from the Head of their institute/college.

Theses and Dissertations

The Smt. Hansa Mehta Library has over 14,700 theses and dissertations, which belongs to Humanities, Social Sciences & Sciences discipline awarded by the University and its affiliated Institutes. The collection contains 3538 theses titles. The Library has digitized Ph.D. Theses can be accessed throughSHODHGANGA.

Theses and Dissertations are one of the important primary sources of information; and generally, libraries of every academic institution maintain a separate collection of theses and dissertations for reference of their user community. Normally, theses and dissertations are meant to be used within the library premises.

Special Collections

- Baroda Collection
- Rare Books Collection
- Annual Reports of MSU
- BKT Collection
- Newspaper clippings on MSU

Stack Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area -Spread across two floors
- Journal - bound Volumes

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day
- Each unit of Stack has a designated Library Attendant
- Shelf Reading is done continuously to look for misplaced books
- The stacks has properly labeled with subject guides and Class Number Guides

Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The librarian will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- There may be no objection to the Librarian 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 a Library Committee to be appointed by

the competent authority which shall decide whether the books mutilated/damaged/obsolete/ termite infested are not fit for further use.*

(* Extract from Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984 and CAG's U G No. 1964-TA.II/21-83 dated 23.12.83)

Preventive measures:

Some preventive measures are listed below.

- Follow closed access to the rare books and special collections.
- The exit/entry to the library be monitored
- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., can be adopted.
- Inadequate staff in the library is also one of the reasons for the losses.

Photocopying Services

Presently library is providing in house photocopying facilities.

Physical Ambiences:

Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the University. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

Electricity, Water and Air conditioning

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

Direction/Guideposts

Library has subject guides for readers to move around the library looking for resources.

General Rules and Regulations:

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance and sign in the cloak room. Only notebooks and the Library books to be returned will be allowed inside. Do **not to leave any valuables at the Cloak room.** Library is not responsible for any loss of personal belongings.

2. All files, books and notebooks must be presented to the **securityguard** at the checkpoint for inspection while leaving the Library. **Library does not permit any exception in the observance of this rule**.

3. Library Card is compulsory for getting access to the library.

4. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. *Please remember that a book misplaced is a book lost.*

5. The newspaper(s) should be folded properly after reading and kept back in the designated place.

6. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.

7. All the students/scholars are required to bring one recent photograph (Passport Size) along with the Fee Receipt while applying for Library membership.

8. All the students are advised to bring their own **Library Card** while coming to the Library.

9. ***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.***

10. Students are advised **not to issue Books to others on their names**.

11. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence.

12. Smoking is not permitted in the Library.

13. All users are requested to keep their **mobiles switched off or in silent mode** in the Library.

14. Beverages and Eatables are not allowed inside the library.

15. No visitor or guest is permitted to use the Library without the prior permission of the Librarian. One is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached. A fee of Rs.20/- per day is charged for a visitor who wishes to use the Library facility.

16. No photograph of the Library shall be taken without the prior permission of the Librarian.

17. All students are advised to come to the Library in decent dress.