Library Policy

K. K. WAGH COLLEGE OF PHARMACY
HIRABAI HARIDAS VIDYANAGARI
PANCHAVATI
NASHIK 422003

1. Preamble

K. K. Wagh Education Society is a leading educational trust in Nashik District. It was established in 1970 by the visionary leader late Padmashree Karmaveer KakasahebWagh. He realized the importance of education for upliftment of rural masses & started with a school in Niphad Tehsil. The education society later on received a land of 23 acres from well-known philanthropist Late Ratansey Haridas Udeshi (Kakuseth) of Hansaraj Surji Charitable trust, Nashik. It was utilized by K. K. Wagh Education Society to establish an ideal technical campus known as 'Hirabai Haridas Vidyanagari'.

A small sapling planted by Karmaveer Kakasaheb Wagh has grown into a full tree with 35 institutes having over 21,000 students engaged in studies from K.G. to Ph. D. in various fields. There are over 1,900 dedicated employees following the Indian ethics & striving hard towards perfection & excellence.

2. Library

Library at the K. K. Wagh College of Pharmacy Nashik is privileged to support the institute's march towards its vision "To develop the institute as a global brand, imparting quality education in the pharmacy field, thereby, creating competent and expert pharmacists ready to serve the healthcare industry and society.

The Institute has a rich collection of more than 5100 books costing Rs 23 Lakhs. Library also subscribes to 25 National and International Pharmacy related journals and e journals. Total area allotted for the library is 150 sq.m. Under e-Library facility DELNET, K Hub and NDL membership is available.

3. Library Objectives:

1) To participate effectively in the college program as it strives to meet the reading and information needs to   students, teachers.

2) Provide the students with services and reading material so as to enable them to use the library for referring to textbooks, reference books, Journals, on-line resources for independent study.

3) Provide services and reading material to the teaching faculty of the college so as to enable them to use the library for preparing lectures, continuing education and research.

4) Provide orientation, user education and reference service to the teachers and students in order to   maximize the use of the library.

5) To support the extra-curricular activities conducted by the college.

4. Policies of Various Activities of Library

Procurement of learning resources constitutes the primary responsibility of the library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

4.1. Procurement of Books: Process and Approvals

1. Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member.
2. Indent Approval: All faculty indents will be routed through the library coordination committee for the approval of the Principal.
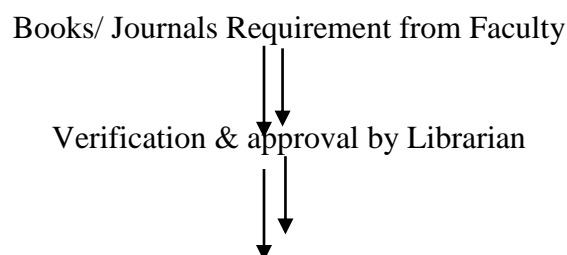
3. Ordering: The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be Issued by the Principal often verification by purchase section.
4. Supplier Panel: Appointment of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. Vendors will be reviewed every five years based on the supplier performance.
5. Discount: While empanelling a supplier panel, Directorate Body will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next Five years.
6. Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.
7. Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities
8. Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed.
   a. Price Proof: Accepted Price Proof are:(Signed & Stamped by supplier)
   b. Distributor's invoice to supplier,
   c. Print out from the publishers catalogue Photocopy from Publisher Catalogue
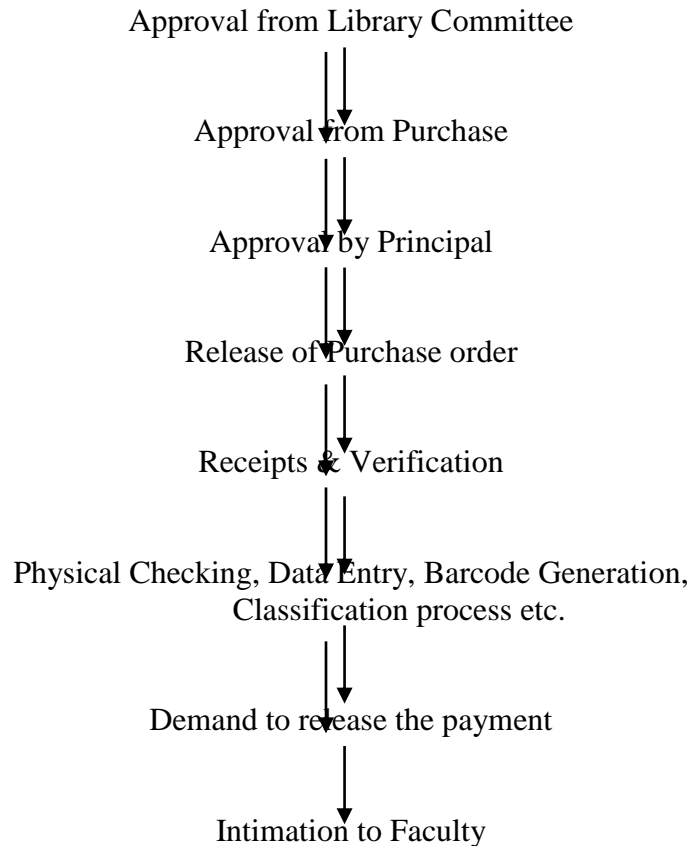   d. For some Indian publications, price mentioned on the title
Alternatively, the Library also cross verifies the prices from the publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

4.2. Terms and conditions for Vendors
1. Supplier should supply books within 4 weeks from the date of order for Indian Books & within 6 to 8 weeks in case of foreign books.
2. Good Office Committee (G.O.C) rates are applicable. Rate prevailing on the date when books are finally selected /order placed by the undersigned.
3. Supplier should give feedback report in writing within 2 months from date of order in case of non-availability of books. Supplier should specify whether the book is not available or the book is out of print.
4. Discount rate as per Quotation.
5. Supplier should supply books of the latest edition.
6. Price Proof should be given in case of foreign books.
7. Billing should be made branch wise (Dept./Sub..-wise)
8. Books Delivery at college site.
9. If books are not supplied within the delivery period then you are liable to pay a 10% penalty (fine) on non-supplied books.
10. Billing should be made separately for imported books & Indian books.
11. Prices are inclusive of taxes.

4.3. Book/Journals Procurement Process Workflow:

Books/ Journals Requirement from Faculty

Verification & approval by Librarian

Approval from Library Committee

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Approval from Purchase

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Approval by Principal

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Release of Purchase order

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Receipts & Verification

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Physical Checking, Data Entry, Barcode Generation,
Classification process etc.

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Demand to release the payment

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Intimation to Faculty

5. Circulation Section:

The Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is a very important section of the library. Major Activities of the Section are:

a) Issue and returns of Learning Resources(Primarily Books)
b) Attending the Users' query for effective interpretation of library rules and regulations.
c) Registration of new members.
d) Maintenance of "Circulation Module" of Library Management Software Maintenance and updation of all data related to library users
e) Sending Reminders to overdue documents users
f) Correspondence & No Due issuing
g) Library Orientations/Information and Digital Literacy
h) Assisting the users for accessing OPAC and Reference
i) Managing Counter Operations during Weekends/Holidays

5.1. Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

5.1.1. While Issuing Book:
- Quickly glance the book for any damage
- Ensure that the User writes and signs on the Book card
- Enter details into Issue Database
- Handover the books to the user

5.1.2. While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in library Software
- Cancel the entry in Book Card
- Send them to Stack for Shelving

5.2 Borrowing entitlements for faculty/Students/Admin

All the students, faculty members and staff of the institute are entitled for the membership of the library. Their entitlement, in terms of numbers of books they can borrow and the permissible loan period are given below:

Sr.No	Description	No Of Books	Duration Period
1	Head of Department	15 Books	One Semester
2	Teaching Staff	12 Books	One Semester
3	Non-Teaching	10 Books	One Semester
4	First Year B.Pharmacy	2 Books	8 Days
5	Second Year B.Pharmacy	2 Books	8 Days
6	Third Year B.Pharmacy	2 Books	8 Days
7	Final Year B.Pharmacy	2 Books	8 Days
8	First Year D.Pharmacy	2 Books	8 Days
9	Second Year D.Pharmacy	2 Books	8 Days

5.3 Documents Issue Rules
5.3.1. Books that can be borrowed:
1. Books from the shelf
2. Reference books can be borrowed only for reading room
3. Book CDs can be borrowed from the library.

5.3.2. Documents that cannot be borrowed:
1. 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.
2. Practice School and Project work Reports can only be read in the library.

6. Library other facilities

6.1. Photocopying Services
The Central Library provides a photocopy facility to the faculty & students of the Institute.
6.2. Collection of general reading books
Central Library has a good collection of general reading books on Marathi or English Languages.
6.3. College News Items displays
Central Library also displays faculty publications and College News on display board

7. Stock Verification and Procedure to Write off Books
Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon library collections.

The verification has to be carried out by a team of members appointed by K. K. Wagh Education Society and the library staff will assist the verification team.

7.1. Procedure for write-off

1. List the documents not found during stock verification
2. Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
3. Prepare pre-final list of the documents not found and publicize
4. Compile a final list of documents not found
5. Compare with the list of earlier stock verification to identify common entries
6. Compare losses with borrowing/ consulting / photocopying statistics
7. Put up the list of common entries to the verification & Write-off Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
8. Obtain approval from the wedded out committee & Principal.
9. Obtain approval from the Director / Competent Authority
10. Make necessary entries in the accession register, write-off register
11. Remove records from databases
12. Close file.
13. Improve the system with additional precautionary measures

8. General Rules & Regulations

1. While availing library facilities students should scan the I card in and out machine for entry record.
2. Studentshave to submit a library card while borrowing a book.
3. Only two books will be issued at a time & the books issued on library card, should be returned within 8 days. After the stipulated period fine will be charged per day Rs. 1
4. Students are advised to check the book issued to them before leaving the counter.
5. Book of reference section should not be taken out of the library. It should be referred to in the reading room only.
6. Periodicals, Reference Book and Rare Books will not be loaned expected in the special with the prior permission of the Librarian.
7. Silence should be maintained in the library; otherwise strict action will be taken.
8. Library materials should be handled with care.
9. Library Books damaged by the user shall be replaced or its cost shall be paid by the users.
10. If the students loses his / her library borrower cards or I card, she/ he will be charged Rs.25 for new library card Rs.50 for new I- card
11. If the date of return is a holiday the book should be returned on the next working day.
12. Xerox /photocopying facility is available on demand.
13. All library books shall be returned before the start of vacation.
14. Eatables are not allowed in the library.
15. Group discussion is not allowed in the library.
16. Use of digital library facility only for study purpose

9. User Services

Monday to Saturday: 9.30 a.m. to 5.30 p.m.
Sunday & Holidays: Remain close for the day.

Sr.No	Class		Issue / Return Days
1	First Year & Third Year	D.Pharm & B.Pharm	Monday
2	Second Year & Final Year	D.Pharm & B.Pharm	Tuesday
3	First Year & Third Year	D.Pharm & B.Pharm	Wednesday
4	Second Year & Final Year	D.Pharm & B.Pharm	Thursday
5	First Year & Third Year	D.Pharm & B.Pharm	Friday
6	Second Year & Final Year	D.Pharm & B.Pharm	Saturday
7	H.O.D, Professor, Associate Professor, Assistant Professor, Lab Assistant & Other Staff		All institute working days