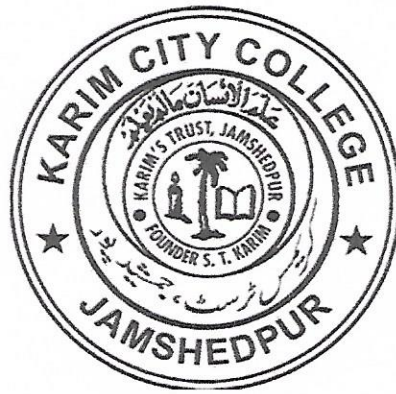


Karim City College

Sakchi

Jamshedpur



Central Library

Standard Operating Procedure

(SOP)

Standard Operating Procedure for Central Library

The library provides access to an extensive range of informative resources like books, ebooks, journals, e-journals, magazines, newspapers, question banks and access to wide range of resources to improve the knowledge and thought process of the academic fraternity and students.

Objectives of the library:

The prime objectives of the college library are:

1. To provide materials to support the curriculum, student interest and the needs of the Patron.
2. To foster a learning environment that encourages investigation, allows independent thinking and develops effective study habits among the students and teachers.
3. To enhance the understanding of different subjects or disciplines among the students.
4. To prepare the students as an intelligent aware, informative and enlightened to play the role of responsible citizen.
5. To provide the teachers with latest updates in their respective subject area.
6. To help in all educational and instructional programs of the college.

Working Hours - 08:00 A.M to 08:00 P.M (Mon to Sat)

Procurement of Books

Step1: Approval for the book purchase

- The HODs of the department submit the list of books to be purchase for the department to the Librarian, after the notification from Principal for the submission of list of required books.
- Recommendations are checked by Library Staff for duplicate titles, availability etc.
- Finally, sanction is taken from the Principal for purchase of library books by Librarian.

Step 2: Placing the book order and physical verification of purchased books

- The Principal placed the orders from the vendors who offer certain percentage to the books.
- Purchased books are either sent by the vendors or pick up by the college from the delivery counter.
- Physical verification by the librarian of the books received against the order.

Step 3: Processing of the bills

- The librarian after the verification of the books submits the bills to the accountant who processes the payment.

Step 4: Technical Process

- Technical processing of the books including acquisition, classification and cataloguing is done.
- Processing of the books includes pasting of the property slips and the issuing slips, placing the bar coded tags and stamping the books.
- The books are then display in the new arrival shelf kept outside the library and later placed in the shelves according to alphabetic order by the library staff.
- Once available in the shelf, the students, staff and Faculty members can access the books.

Circulations of Books:

1. Three books can be issued to a student for a period of fifteen days.
2. Infinite number of books can be issued to the teaching staff for a period of till their service.
3. All entry of the books and the students name is done through the bar-code reader setup in the library.

Departmental Issue

Some required books are issued to the different departments of the college such as PG Dept. of English, Mathematics, Chemistry, Mass Communication etc for faculty members and students.

Syllabus Copy

- The entire syllabus available in Karim City College website.

Old Question Papers


- Old Question papers class wise subject wise and semester wise are send through email on the demand of the students.
- Scan the question papers and save in PDF file
- The Soft copy of all the Question papers are available in the library and saved in all the PCs available in the internet section
- One hard copy is also available in the library

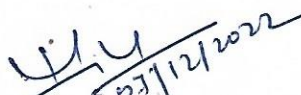
User entry

- Step 1: As soon as User comes to the library, scan the I-card at the entry gate of the library to record the entry time.
- Step 2: Similarly while exit again scan the Identity card showing barcode in front of the scanner to record the exit time.
- Step 3: Generate user entry report month wise and category wise and save in PDF file for documentation.

Library Services

1. Borrowing and Issuing of Books
2. Reference Service
3. Internet Facilities
4. Photocopy services
5. Old Question Papers
6. N list Subscription
7. Library OPAC
8. Reading room with 100+ seating capacity.


07/12/2022
Librarian


07/12/2022
Library Incharge


07/12/2022
Principal