



## **Library operating policies and procedures**

### **Introduction**

Library is the heart of our institutions. It was established in the year 2001. The MET Library of the institutes supports the academic and research needs of institute community.

The well-furnished, Air conditioned and Wi-Fi enabled library is located on 8<sup>th</sup> floor of the institute. Library has introduced state of the art information technology and its routine service have been fully automated using the library database management Software Libsys. The security system and CCTV cameras ensure safety of the library material.

MET Library is famous for its invaluable collections of Computer Science (MCA) Books, rare books Literature, Philosophy, Encyclopaedia and varied subjects. MET Library currently holds about **13425** books. The library also maintains a selective collection of CD-ROM, VHS and Bound Volume periodicals. Besides that, library subscribes 27 National, 9 International journals, Magazines 6 and 21 newspapers. Furthermore, the library has subscribed a good length of e-Resources e-Books, e - Journals and electronic databases.

### **Vision:**

To promote knowledge enriched learning community, which is committed to support the development and empowerment of the communities we serve with integrity

### **Mission:**

To support teaching, learning and research with state-of-the-art information that Complements, education, reflective thinking and development of thought using Contemporary knowledge in the relevant field.

### **Objectives**

- Select, acquire and organise high quality, relevant and up to date information resources according to need and requirement of the MET users.
- To assist the MET's Faculty in keeping abreast of development in his/her field.
- Develop, maintain and promote a wide range of library services to optimise the use of library resources;
- Adopt the latest tools and technologies to provide library services to the users more effectively and efficiently.
- To bring books, students and scholars together under condition which encourage reading for pleasure, self-discovery, personal growth and the sharpening of intellectual curiosity

### **Purpose of Policy:**



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This policy sets out the principles which guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and deselection processes and a process of continuous evaluation.

### **Clients:**

The Library provides collection access to the following client groups:

- Students
- Faculty and staff
- Research scholars
- Alumni

### **Scope Of the Collection:**

The Library collection holds resources designed to support the learning, teaching and research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e., journals, periodicals or newspapers in both electronic and hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)

### **Purchasing Policy:**

This ensures that the library is equipped with the requisite resources in these areas:

- Hard copies of Books, Journals and Periodicals.
- Requisite digital and online resources as and when needed.
- Audio-Visual aids.

### **A: Sources of purchase**

- Online search.
- Faculty suggestions.
- Book reviews.
- Direct contact with publishers / Distributors /sellers on new arrivals.
- Compared, improved with best libraries.
- Advertisement in magazines / newspaper,
- Study – visit other libraries.

### **B: Selection Criteria**



Library collection Development Guidelines are used in the selection of resources. The following criteria are considered when purchasing Library resources:

- Relevance of content.
- Quality of content.
- Suitability for the defined client group.
- Demand – copies of prescribed texts and required readings as identified by course coordinators are purchased. Multiple copies of prescribed texts and required readings may be purchased to meet the needs of courses taught.
- Currency of content.
- Format – a variety of formats may be purchased according to learning, teaching and research needs. Electronic is the preferred format for serials and high use titles.
- Adequacy of current holdings in the subject area.
- Availability of resources.
- Cost.
- Space and storage issues.
- Accreditation requirements.

**C: Responsibility for Selection:**

The responsibility for selecting library materials rests with the Head Librarian (although actual selection is a collaborative effort), operating within the framework of policies and objectives determined by the institution head.

**D: Maintenance of Collection:**

**Duplication-** The library will avoid, for the most part, duplication of titles. If demand is heavy, a duplicate copy will be purchased if necessary. The extent of duplications determined by need, budget, and proximity of other collections. In the case where multiple copies of a title are needed, will be purchased as per the request of the faculty.

**Replacement-** The library will not automatically replace all books withdrawn because of loss, damage, or wear. The need for replacement will depend upon demand for a Specific title and the extent of adequate coverage in the particular subject area.

**E: Book purchasing procedure**

- Benchmarking and communication with libraries and portals of premier institutions govern the purchasing philosophy of the library.
- The faculty and students recommend books and other publications for purchase.
- The library committee consists of faculty who evince keen interest in the requisitions placed and review recommendations for purchases as and when needed.



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- The library would then check for duplication and place the list of recommended books before the library committee for review. Few urgent requirements of books forwarded by the chairpersons are processed.
- On the recommendation 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 5 copies of any book are procured.
- The library places orders with well recognized vendors. Economical discounts in the range of 20-25% on the printed or published price are obtained from the vendors.
- Online purchases are resorted to in the event.
- Online ordering of books for imported titles not available with our regular Suppliers.
- The library will purchase print copies for core text and distributes it to students free of cost, as suggested by the faculty. For Essential and Recommended texts, the Library will also purchase a specified number of print textbooks.
- The Library will acquire e-books, if required that allow multi-user access across the institution.

### **Lending Of Books / Journals / Projects / CD, DVD**

#### **A: Issue of books**

- Unless otherwise mentioned, books are issued for a period of 7 days. Before the due date, the students can renew the permission to retain the book for another 15 days.
- However, if a book which has been issued to a student, is urgently required, the library May call back the same from the student.
- Books must be returned on or before the due date, so that fellow students also have access to these books.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Library rules and regulation.
- The overdue charges will be collected at the time of returning the book. The ID card will be returned only after the student pays the overdue charges.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dog-earing of Pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices will be asked to replace the book.
- In case a book is lost by the student, the Chief Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to pay the cost of the book.



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- If the lost book forms a part of a set or a series, the borrower will be charged for the replacement of the entire set. No appeal for any concession will be entertained.

### **B: Issue of Reference shelf books**

- Reference shelf books are to be used in the library itself.
- Certain books that are much in demand will be placed on the Reference shelf.

### **C: Issue of Reserved shelf book**

- Reference shelf books will be issued for overnight use at 6:00 p.m. on the condition that they will be returned before 11.00 a.m. the next day morning. An overdue charge at the rate of Rs.50/- per hour will be imposed for the late return of such books. If a student fails to return Reference books on time repeatedly he / she will not be given any such books for overnight reading thereafter.
- No student will be allowed to borrow more than one Reference book on any day.

### **D: Issue of Journals / Magazines**

- Journals / magazines on the display rack (latest issue received) are to be read in the library
- Back issue of a journal/magazine is issued for a period of 3 days.
- Only one journal/magazine will be issued at a time.
- If a journal / magazine which has been issued to a student is urgently required, the library may call back the same from the student.
- If a journal/ magazine not returned on the due date, the borrower will have to pay an Overdue charge at the rate of Rs.2/- per day for the first ten days and thereafter Rs.10/- per day.

### **E: Projects**

- Projects reports are to be used in the library.
- Photocopying the project is strictly prohibited.
- At the time of borrowing projects reports, the student has to surrender his / her ID card at the counter. After returning the same, the ID card can be claimed.
- In case the card is lost by the student, the librarian should be informed of the loss immediately in writing: If the card cannot be traced within two weeks, the borrower will be asked to bear the charges imposed by the library concerned.

### **F: Borrowing Privileges:**

**Core Faculty / Visiting Faculty & Non-Teaching**



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No	Particular	Check out Limit	Loan Period Day's	Fine Per Day	Renewal Allowed
01	Books	10/02/02	30/15/7	As per library Rules	2/2/2
02	CD's/ DVD's	Reference use only	NA	NA	NA
03	Reference	Reference use only	NA	NA	NA
04	Journals(Back Volume )	2/0	3/0	As per library Rules	2/0/0

### Students FT / PT

No	Category / Patron	Check out Limit	Loan Period Day's	Fine Per Day	Renewal Allowed
01	FT/PT	2/2 (Books)	7/7	As per library Rules	2/2

**Please Note: Above patrons will be issued single Journal with one time renewal**

### Research Assistance Service:

Reference and Research Assistance Service is dedicated to assist faculty and students of METICS for their information and research. Dedicated library professional staff is available between 10.00 a.m. and 6.00 p.m. The staffs assist the users in addressing their information requirements.

The requirements may include help in identifying the appropriate database for research assignments or classwork, customized orientation of specific databases, mining data, case studies, etc. The services provided include

- An article/book
- Assistance on using library databases
- Company information and financial data
- Industry information
- In addition, users can contact the circulation counter for information or assistance.

### A: Research Support Tools

- ProQuest – One of our most heavily used databases – covers journal and eBooks, articles, company profiles, industry surveys, and market research reports. The best place to start most searches.
- NDL (National Digital Library) of India Sponsored by MHRD and coordinated by IIT Kharagpur
- Web OPAC (on-line access catalogue)

### Fine And Lost Book Policy:

Students are responsible for the books they check-out from the Library. If a book is lost, damaged or stolen the student will be responsible for paying the full replacement cost of the book. The student will not be allowed to check-out any more books until the replacement cost has been paid in full.

The Library is not responsible for notifying borrowers that materials are overdue. Email notices for overdue, lost materials, and recalled materials are sent as a courtesy. If you think that the library has made an error that resulted in a financial charge, or if you have a unique situation or extenuating circumstances that made it difficult to return or renew. Library materials on time, please contact the librarian to appeal your charges.



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Charges may then be upheld, reduced, or waived. The following reasons are NOT generally regarded as valid for cancelling or reducing charges:

- Forgetting or not knowing due dates, amount of fines.
- Disagreeing with fee structure or Library policy
- Loaning the item to a third party, or checking material out on their behalf.
- Being too busy or out of town
- Claiming that your need was greater than that of another patron's, or that you were not done with an item
- Not receiving or not reading courtesy notices, overdue notices, or other library communications sent to your email address.
- Transportation problems
- Financial problems

If a borrower believes that they have returned material that is being billed as overdue or lost, they should inform the main Circulation Desk. Library staff will search for the material twice or more, but the material will remain on the borrower's record until it has been located. If the material is found within the library, by library staff, the item (and all charges) will be removed from the borrower's record. If the material is not found in the library, the borrower will be responsible for the replacement charge. A borrower may return an item owned by the Library which has been declared "Lost" within one year of its being lost and billed. The item will be returned back to the borrower after removing the barcode and the date due slip. All late fees and lost or damaged book charges are charged only to the borrower.

### **Procedure Of Conducting Library Stock Verification :**

As per general rules and practices, physical verification of library stock is generally undertaken once in year for library not having more than 20000 volumes. If the Library having more then 20 000 to 50,000 volumes once in 3 year and sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes Stock Verification.

The collection comprises of books, e –books, Journals / periodicals, project reports, company Annual reports, contemporary reports, bound volumes, CD/DVD collection, Audio Visual collection, online Journal Database etc. With a total collection of 35,000+, the library is serving the teaching, learning and research activity of faculty, student, researchers and staff members.

This automated library using Autolib Software, also includes barcode labelling for the entire physical collection. This automation has greatly reduced the duplication of work in administration and further it is more cost effective in terms of man power, time and level of accuracy.

The library has been doing its house-keeping activities like the acquisitions, circulation and cataloguing through Autolib Software. In this policy we intend to share our experience in undertaking annual stock verification process through this software. The stock verification module in Autolib is equipped with following features:

- Supports entry of records into inventory module through barcode.
- Supports loading of inventory data into the system for comparison against the database and the transaction files to identify missing items.
- Produce reports of missing items
- Supports the ability to calculate the overall value of the collection.
- Supports the production of annual reports on the tiles, collection value, listing of materials lost
- Generates list of withdrawn items during a given period of time.



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- Supports the reporting of total titles, total volumes in a particular collection.
- Further, the report generation module is well structured and supports the exporting of results to MS Excel. The software generates the reports on various resources, which are on shelf, checked out, lost / issued / transferred. Apart from the above said reports following are some of the additional reports produced by Autolib, which are considered for collection evaluation and collection development decisions:
- Reports pertaining to patron usage statistics, items checked out, items checked in and items renewed.
- Statistics on library transactions and processes, including library usage, missing list, withdrawn list etc.
- The software links each report with the data at the time of the report generation.
- Stock verification using Autolib Software Library conducts the stock verification annually, during the end of the academic year i.e. during June. The stock verification is carried out using the Barcode scanner.

The report helps us in the following:

- The report of the stock verification works acted as the base or guideline for qualitative improvements in collection building.
- The report provides the strength and weakness of the collection. Further it draws our attention towards the less focused collection for which the demand is noticed. This naturally helps in collection development on the identified area.
- The collection evaluation process helps us to discover the less used, unused and outdated collection. This will greatly help in preparing the weeding-out list.
- Through stock verification a comprehensive listing of the library is done. It helps in presenting the collection statistics of the library.
- The mis-shelved and misplaced documents are identified and rectified during the collection evaluation process.
- The stock verification process supports the bindery preparation exercises.
- The stock verification report of the collection development activities presented before the Director.

The loss or the missing of documents was supported by the problems to have strict vigilance. The approved stock verification report with permission to withdrawal of written-off items for which remarks are made in the database and disposal of damaged documents are taken out and sent to other libraries.

### **Weeding Policy:**

Weeding is an essential, continuing library practice in which materials are removed permanently from the Library's collections. Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:



### **A: Criteria for weeding**

Library materials of all types (which include, books, journals, dvd's ) may be candidates for weeding if they meet any of the following criteria.

- Currency  
The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.
- Usage  
Low or no usage may be a factor in weeding decisions. Library personnel may Consult circulation. Statistics or other reports to determine viable candidates for weeding.
- Physical Condition  
Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.
- Duplicates  
Because of space limitations the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used.
- Completeness  
Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
- Uniqueness  
The library will not weed materials that are considered unique.
- Format Obsolescence  
Materials in obsolete formats may be needed if the content is available elsewhere or if the material is in poor condition.

### **B: Disposition of Withdrawn Materials:**

All materials withdrawn from the collection should be stamped as "discarded" or "withdrawn". The Librarian in agreement with the library committee will make the final decisions regarding the disposition of materials withdrawn from the collection. Recommended disposition of discarded materials are donated to other Jesuit institutions.

### **C: Mending and rebinding:**

Keeping library materials in good, useable condition is essential. A decision is made on each worn book - whether to mend it, rebind it, replace it, or withdraw it.

The following criteria are used in making such decisions.

- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Any rare book or irreplaceable item, are used only in the library to ensure against their Loss and / or mutilation.



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### **Reprographic Facility:**

A photocopy machine available in the library all the times for use for the faculty and library staff.

- Charges for photocopying is Re 1/-per copy. Payment is made directly to library staff when the copying is complete.
- The Library accepts cash for photocopies.
- The Library is not responsible for bad photocopies.
- For machine errors, such as lines and toner defects, the Library will provide a replacement copy.
- Library staff operates the photocopying machine.

### **Skills, Knowledge, Abilities Of Library Staff:**

The successful staff member at MET Library shall possess the following attributes:

- Knowledge of and commitment to excellent customer service.
- Ability to work effectively despite frequent interruptions.
- Ability to maintain composure while handling customer complaints.
- Good interpersonal and communication skills, in person, by phone, and on-line.
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results.
- Knowledge of the library's services and materials, including the Dewey Decimal.
- Ability to learn, implement, and communicate library policies and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to master the library's online catalogue and automated circulation system.
- Ability to see read and understand catalogue records and to apply the information they contain.
- Ability to use the computer to carry out daily responsibilities.
- Ability to operate and perform routine maintenance on equipment including the telephone, Barcode machine, copier printer, scanner and other equipment.
- Able to accurately make change and receipt income.
- Flexible, adaptable, and able to flourish in a changing environment.
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

### **Technology Policies:**

- Systems Usage
- Online Access Catalogue
- Access to Online databases
- Social Networking through Moodle Software Services for Faculty / Students / Researchers  
Research Help

Help needed regarding project / research work viz, secondary data can be obtained by

Sending an email: [library@met.edu](mailto:library@met.edu) RemoteXS Facility.

This facility enables users (faculties and students) to access library online resources when They are off campus. Purchase / Subscription Request

- Book/s: Want to suggest new book/s to the library, drop an e-mail at [librarian@liba.edu](mailto:librarian@liba.edu)
- Journal/s: drop an email at: [library@met.edu](mailto:library@met.edu)
- Database: drop an email at: [library@met.edu](mailto:library@met.edu)



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### Library Rules and Regulation.

- Entry in the Library is open only to bonafide students and staff/faculty of the MET Institute. Visitors/guests are allowed to visit the library but they may make an entry in the guest register available at the entrance of Library.
- Users should always carry their valid Identity Card of the current session issued by the MET Institute and produce the same whenever asked by the Library staff.
- Management students will get 2 books for 7 days & a magazine (Excluding current months) for 3 days.
- Reference Book will not be issued on home issue Library card. For urgent work, Permanent faculty members / students may issue Reference book on their personal Library account for Overnight use.
- Reference book will be issue for Overnight reading will begin from 7.00p.m. & be returned no later than 12.00 noon on the next working day. Only one book can be borrowed for overnight reference. Late fee of Rs.100.00 per day per book for the delay return of such item will be charged.
- Borrowed books should be returned within/on due date mentioned on the date slip of the document issued, otherwise, overdue charges shall be charged for keeping the books beyond the due date.

#### Overdue Charges for books / Magazines

- Rs. 2 per day for first 10 days
  - Rs. 12 per day for next 10 days
  - Books with price of the Books after 20 days.
- Loss of Books: If a book has been lost, the member is required:
    - Replacement: The book will be replaced by the same or latest edition of the same title.
    - Realization of Cost.
  - Library users must keep their bags, file/folder, personal books /Journals/ Magazines & News Papers at Property Counter against a token. Library is not responsible for user's personal belongings; hence users are advised not to keep valuables in their bags at the Property Counter.
  - Laptops and other computing devices are allowed inside the library premises
  - Library shall not be responsible for missing/losing of user's valuables, laptops, computing devices, mobile, etc. inside the library premises.
  - Users are not permitted to make changes to computer settings or configurations available in the Digital Resources Centre or OPAC Terminals.
  - Users are not allowed to install any software on computers in the Digital Resource Centre. For installation of any software, users are instructed to take prior permission from the staff available at the duty point.
  - Without proper permission and issuance, no library material can be taken out from the Library.
  - Sleeping, eating, smoking in the library is strictly prohibited in the Library & will attract penalty Rs. 500.00
  - Members sitting in the Reading Areas/Digital Resources Centre are required to set their cell phones to vibrate mode and step outside the library to talk/attend a call & if not it will attract penalty Rs. 50.00
  - Photocopy of Project report is not allowed.
  - E-Resources such as e-journals, e-books, databases, etc. subscribed by the Library are meant for academic and research purpose only.
  - All the library users will have to abide by rules and regulations issued by MET Librarian from time to time.

Carpet area of library (in m <sup>2</sup> )	104 m <sup>2</sup>
Reading space (in m <sup>2</sup> )	104



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THE MET LEAGUE OF COLLEGES  
**MET**  
AS SHARP AS YOU CAN GET

Number of seats in reading space	90
Number of users (issue book) per day	35
Number of users (reading space) per day	25
Timings:	During week days, weekend, and vacation 9 am to 9 pm
Number of library staff	07
Number of library staff with degree in Library	03

### Titles and volumes per title

Sr. No.		Number of new titles added	Number of new editions added	Number of new volumes added
1.	CAYm3(2019-2020)	51	51	00
2.	CAYm2(2020-2021)	00	00	00
3.	CAYm1(2021-2022)	47	47	10
4.	CAYm1(2022-2023)	436	436	244

### Scholarly journal subscription

Sr. No.	Details		CFY (2022-2023)	CFYm1 (2021-2022)	CFYm2 (2020-2021)	CFYm3 (2019-2020)
1.	Computer Science	As soft copy	5106	1950	1850	00
		As hard copy	36	24	00	31

### Digital Library:

The institute has a separate and well-equipped digital library as per the norms. A separate server has been provided in this section to handle the digital contents. More than 380 e-books, 3300 NPTEL videos of professors from national and international institutes of well repute are available for the students and faculties as well. It has has the provision to access scholarly national and international journals. The aspirants can access all types of digital contents during the regular library working hours.

- Availability of digital library content: Yes
- If available, then mention number of courses, number of e-books, etc: 1000+
- Availability of an exclusive server: Yes
- Availability over intranet/internet: Internet
- Availability of exclusive space/room: Yes
- Number of users per day: 4

  
**Kailas Chavan**  
Librarian  
MET ICS

  
**Dr. Abhijit Banubakode**  
Principal  
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