



Gujarat Technological University

Central Library

Standard Operating Procedure

Funds for Library:

- Gujarat Technological University allocate fund for library with separate departmental library fund.
- The fund of Gujarat Technological University Library is utilized according to the need and requirements of the users with emphasis on overall development of library.

Book Division:

- The Books division provide service of acquisition, technical process and display of books.
- The acquisition of the books is based on the Suggestions/requests received from the library staff/users of Gujarat Technological University Library.
- The users of the Gujarat Technological University Library submit the list of books to be purchase to the Library Staff.
- Submitted lists are verified and checked by the Library Staff for duplicate, availability of the books, etc.
- Approval is taken for the recommendation by the library staff from the higher authorities.
- After checking the available budget for purchase of books, as Budget is the most important part in selection.
- Once selection is finalised the books are purchased from the vendors registered with Gujarat Technological University Library.
- The Library can purchase books from the other vendors in case the registered vendors are unable to supply the same, in an exceptional case. The Library accepts only latest, Indian/paperback editions latest reprints of the publications, unless otherwise specified. The Library ensures to get maximum possible discount on all books .The orders are placed as per terms and conditions of Gujarat Technological University Library. Only Federation of Publishers and Book-Sellers Association of India supplies are accepted. Timeframe for supply and cancellations is maximum 3 weeks. However in case of urgency due to need or approaching budget deadline or otherwise as the need be, the Gujarat Technological University Library is free to fix the duration for supply of the ordered books. For unsupplied books reminders are sent to the vendors through proper channel. Progress of each order is intimated from time to time.
- After recipient of bill payment release by Account section of Gujarat Technological University. Once the books are received, each and every book is physically checked for any defect in printing, wrong pagination, torn pages etc. In such cases the books are returned to the vendor. The books are also verified with the order list such as- Author, Title, Edition - Indian /Foreign, paperback. The bills received from the vendors are thoroughly verified & checked for price verification, conversion and discount rates by the concerned staff of the Library Division. All the relevant information is verified by the library coordinator.
- The books are accessioned in the accession register. The accession register is the basic record in the library by forming part of its collection. Entry for each book is made in the accession register which has all the relevant details of a book such as name of the author, title, publisher, year of the publication, cost of the book, vendor, ISBN etc. This/these accession numbers is/are entered on the books and bills, which is verified by the library staff before forwarding the bill to accounts section.
- Books once accessioned, the bills are processed by the Account Section of Gujarat Technological University Library and sent to the Finance and Account Office of the University for Payment.





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- Classification: - Assigning Class Number with the help of Dewey Decimal Classification Scheme.
- Cataloguing: - Bibliographic details of each document are entered in Library Management software according to AACR-2 standards and accessible through OPAC or web-OPAC.
- Technical Processing of Books: - Stamping on documents, generating barcode, inserting tattle tape inside the document, pasting of book pockets and book cards etc. and transferring documents to concerned sections.
- List of new arrivals of books prepared.
- Display list of new arrivals on notice board.
- Send email to users of Gujarat Technological University Library.

Gratis

- The acquisition of Gift is one of the important source to develop the collection of the library. Gift is received in Gujarat Technological University Library as per the selection policy of the gifted books. It is the responsibility of the Collection Development Division to determine whether or not the gift will be kept and incorporated into the library's collection. Selection of the books is based on the thought contents i.e. author and publisher. After verification from the authentic electronic information sources the gifted items i.e. books/journals/CD/pamphlets etc. are accessioned in the accession register of gift. Once an accession number is assigned, it is deemed to be the property of the library. An acknowledgement is sent to the donor.

Periodical Division

Selection Process of Journals/Magazines/New Papers

- The Gujarat Technological University Library sends the letters to the Director with Departmental Journal's list and previous fund allocation. Faculty Members may recommend the journal titles from their area of subjects/specialization and submit to the head of the department or to the concern authority.
- The Director/Library Coordinator may compile the list of journals recommended by their respective faculty members and a consolidated list shall be submitted to the library staff for the further necessary action at his end.
- If the list not received to the Library before or on the required date of receiving then Library staff will again send a reminder to all the directors to send the list at the earliest. If no response received after reminders the Library will subscribe the same journals as subscribed in previous years.

Purchasing of Journals/Magazines/New Papers

- Selection of Journals.
- Preparation of priority list according to budget.
- Sending list to empanelled Vendors/Agencies for discount rates.
- Prepare a report of comparative statement of discounted rates of journals.
- Arrangement of finalizing the subscription orders.
- Presenting the usages report, comparative list of discount rates, and supply position of the Agencies to the authorities.
- Taking approval from Library Coordinator for placing the subscription orders to the agencies/vendors.
- Signing of Deed of agreement with the Vendors/Agencies to whom the subscription orders is to be send





Gujarat Technological University Central Library Standard Operating Procedure

- Placing of subscription orders to the Agencies/Publishers
- Receiving of invoices and checking thoroughly like price, conversion, price proof etc.
- Entry of invoices on the Manual Register and Library Management Software.
- Processing of invoices for the payment.

E-Resources Division

Subscription/Renewal Method of Databases/E-Resources

- The subscription & renewal method for online Databases/E-Resources is different from print journals. The subscription/renewal of databases should be done according to the availability of funds, usability, usage statistics and recommendations received from the faculties and students.
- The Library Staff will arrange the meeting of Library Coordinator to finalize the subscription of databases. The Library Staff will present a brief report among the Library coordinator consists the usage statistics of the subscribed E-resources, demand of any new e-resource/database (if any) renewal of databases, subscription/renewal report of ShodhSindhu allocated resources to the University (if any). The report will consist of proposed e-resources to be subscribed for the next year according to the availability of funds.
- The Library Coordinator will negotiate all the resources with the invited vendors which have to be subscribed for the next year. The below standard procedure are followed to subscribe the e-resources/databases.
 - Selection of E-resources/Databases
 - Acquiring the usage statistics of the databases
 - Preparation of the list of proposed e-resources
 - Prepare a report/presentation for the Higher authorities members
 - Inviting all the vendors whose product has be subscribe or renew
 - Inviting all the Higher authorities and Library Coordinator for negotiation/finalization of the resources
 - Librarian and Library Coordinator will negotiate all the proposed resources
 - The Library Staff will send the subscription orders to the concerned vendors/agencies for the resources finalized by the Library Coordinator.

Receiving of Journals and Kardex Entry in Library Management Software

- Once journals received in the Division the entry of all the supplied issues must be enter in the SOUL software.

Procedure for Library Membership

1. Students

The membership application form for Gujarat Technological University Library may be filled up by students for renewal and fresh membership. Form has to be submitted along with a passport size latest photograph in Gujarat Technological University Library.

2. Staff

All the staff (Teaching & Non-teaching) of the University can get the membership of the library after filling up a membership form.





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Library Fine:

A fine of two rupee per day per book may be charged from the defaulting members, after one month of fine date, the matter will be forwarded to higher authorities for further action. The collected fine will be deposited in library and proper receipt will be provided to the member. User has to return all issued books when he/she is out of station for more than fifteen days.

Procedure for Issue/Return of Library Materials

All the documents issued from the library will be returned at the Library during working hours. The user will present the book to the Staff available at the return counter. She/he will scan the Accession No. of a book through barcode reader and return the book.

Services and Technical Facilities

- Book Issue/Return facility is provided only for consultation within the library premises.
- Only TWO book will be issued at a time to the user after the submission of library card.
- Issued book is the sole responsibility of the concerned user. If the book is misplaced/lost, the user has to replace it by same or latest edition of the same title. In case book can't be replaced, the assessed cost of the book will have to be paid by the user.
- Newspapers/magazines in various languages.

- Reference Material is provided to the users on demand through reference service.
- Thesis and Dissertations for reference.
- Access to the e-resources subscribed by the university.
- Plagiarism Checking through URKUND.
- Uploading of Electronic Theses and Dissertations on Shodhganga / Institutional Repository.
- Maintenance & troubleshooting of computer hardware and software.

Library Committee

Library committee established by higher authorities under the circular GTU/Central Library/ Committee Meeting/2021/3689 dated 14th July, 2021. The committee consist of 15 members. The Library committee meeting conduct on due time during the year.

