



GLA
UNIVERSITY
MATHURA

OFFICE OF THE REGISTRAR

No. GLAU/ RO/ Maintenance Policy/ 7998 / 19

Date: June 28, 2019

NOTIFICATION

The University has adapted the revised Policy for maintaining and utilizing Physical, academic and Support facilities as enclosed herewith. This policy will come into force from July 1st, 2019.

(Ashok Kumar Singh)
Registrar

Encl: As stated

Copy to:-

- PS to Hon'ble Chancellor for kind information of the Hon'ble Chancellor
- PS to Hon'ble Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor
- Pro Vice-Chancellor
- All Directors
- Head of all Departments/Offices for information and circulations
- Chief Warden
- Wardens of all Hostels

LIBRARY POLICY



Library Policy

W.E.F. 2019

GLA University, Mathura



CENTRAL LIBRARY

LIBRARY POLICY

Vision

The vision of the Central Library is to be a world-class facility, which will be at the core of GLA University's education system, enriching the teaching-learning process and ensuring research excellence by emerging as a source of institutional pride and gaining international recognition. The end users empowered by accessible, innovative, creative and responsive library services are supported by an excellent range of high quality resources and committed professional staff members.

Mission:

The Library's mission is to create inspiring education by offering exemplary resources for learning and providing best research environments, which will be a Gateway to right and relevant resources, supported by an enabling and user-focused service culture. The end users shall have seamless and timely access to a wide range of high-quality information resources.

Objectives:

1. To procure, manage and disseminate information in different formats.
2. To support and promote the use of rich and diverse collection among the users
3. To enhance and support the academic environment by providing seamless access to information resources.

Moto:

1. User Satisfaction in terms of Information need.
2. Service with a Smile.

Working Hours:

The Library is kept open from 8:00 am to 1:00 am on all 365 days.

1. Introduction:

The global changes in Library and Information Services, particularly with the adoption of Information and Communication Technologies (ICT), have created a profound impact on the functioning of academic libraries. The developments in ICT have changed the users' expectations from the academic libraries in several ways. The modes of collecting information and disseminating knowledge have undergone tremendous changes in recent times. To meet the requirements and demands of the end-users effectively, academic libraries need to identify and adopt good practices and benchmarks, which will enhance the value-based services of libraries. Patrons visit a library to read, consult and borrow reading and reference materials. Hence, the atmosphere in the Library should be inviting, which is ensured through cleanliness of area inside and outside the library. Maintaining a calm and neat atmosphere in the reading and stack areas is essential for concentrated reading and searching of materials. Central Library of GLA University aims to provide the users with clean and green atmosphere including dust-free environment in the stack and reading areas.

2. Rules and Regulations:

The Central Library of GLA University provides the best information services to student and faculty and Research scholars. These rules are framed to ensure that all the members may take the maximum utilization of the Library facilities.

By using any facility of the Central Library, a user/member agrees to abide by the following rules and regulations.

1. General Rules and Regulations
2. Library Membership
3. Book Borrowing and Renewal Rules
4. Return of the book after the due date
5. Loss and damage of Library resources
6. Document scanning facilities
7. Digital Library access facilities
8. Discussion Rooms facilities
9. Video Conferencing facilities
10. Library Information and Digital Notices

2.1. General Rules and Regulations:

1. All the users entering the library should deposit their bags and other belongings at the property counter. Only notebooks and the library books to be returned would be allowed to be taken inside.
2. Do not leave any valuables at the check point. Library is not responsible for any loss of personal belongings.
3. Library card is compulsory for getting access to the library. Members/Readers must scan their Library/Identity Cards at the check point of the Library.

4. When Books are issued, student should check the pages of issued books and if pages are found missing, they should report the same to the Librarian before leaving the counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
5. Readers are not permitted to shelve the books themselves. Please leave them on table.
6. Reader should not damage library resources in any way. If anyone found doing so, he/she will be charged/fined as decided by the Librarian.
7. Please maintain complete silence, decorum, & discipline when inside the reading room. You may be asked to leave the Reading room if you are found disturbing others.
8. Students are advised not to issue Books to others on their names.
9. To get books issued the borrower's ID must be produced every time. ID Card is not transferable.
10. Students are advised to submit the issued books before the due date. Failing which, a fine will be charged as per rules.
11. Keep mobile switched off or at silent mode in the library.
12. Audible use of mobile phones, smoking, food and drinks are not allowed in the library.
13. Maintain atmosphere of dignity, peace and silence in the library.
14. Personal printed materials in the form of books are not allowed to bring inside the library.
15. Users should leave their bags and other belongings including personal books (except money and other valuables) at the property counter of the library.
16. Suggestions on any aspects of library services are welcome.
17. All library users are advised to enter the library premises in a decent dress..
18. The library users should not deface, mark, cut, mutilates or damage library materials in any way. If anyone is found doing so, he/she will be charged with the full replacement cost of damaged material leading to suspension of library account and be barred from entering the library.
19. The seats are to be occupied on a first-come, first-served basis.
20. To improve the quality of services, Central Library is committed for time to time awareness programme for the users, and provides research support tools like Scopus, Turnitin, etc.

21. These rules are subject to revision/change from time to time without assigning any reason. The Librarian is free to take any decision in the interest of the library or University.

2.1.2 Roles and Responsibilities of Library Advisory Committee (LAC):

The Library Advisory Committee suggests, recommends and reviews the developmental activities of the library. The Professor Incharge Library is the Chair Man and University Librarian is the Member Secretary of the Library Advisory Committee, and is responsible for implementing the suggestions and recommendations of the Committee.

Faculty members of various departments are also the members of the Committee. The Member Secretary convenes periodic meetings of the Committee in consultation with the Professor Incharge Library. They prepare the agenda and minutes of the meetings and are responsible for the implementation of the meeting outcomes.

2.2 Library Membership:

Faculty members, students, research scholars and staff members of GLA University are eligible to become members of the Central Library. All the above members are automatically eligible for membership of the Central Library.

2.3 Book Borrowing and Renewal Rules:

Book Borrowing/Circulation Policy will help and support to the Library users for their academic and teaching learning activities, research and reference work. If they fail to return or renew the books, members have to pay penalty charges for the delay. Faculty members are permitted to borrow the books for a semester.

The book borrowing details are as follows:

2.3.1 Book Transaction hours:

Book borrowing facility is available on Monday to Saturday 8:00 am to 6:00 pm.

• Faculty Members	:	8 Books
• Staff	:	2 Books
• UG Students	:	6 Books
• PG Students	:	5 Books
• Research Scholars	:	5 Books

Borrowing of Reference Books:

The facility of borrowing reference books is not available.

2.3.2 Book Renewal Policy:

- Library not offers the facility of books renewal through GLA-LMS

2.3.3 Visitors:

- No visitor or guest is permitted to use the library without the prior permission of the Librarian.
- Visitors are allowed to use the library for a short period.
- Borrowing facility is not available to them.

3. Library Resource Collection and Development:

Major activities of the Library include procurement of new books, subscriptions to Journals (print and online) and procurement of e-books and other resources.

3.1 Budget:

Every year, the Library submits the budget proposal based on the requirements and in accordance with developmental, project-based activities such as procurement of books and e-books, subscriptions to print journals and online databases and renewal of e-Journal subscriptions, infrastructure, ICT requirements and other essential needy items.

4. Book Procurement Policy

- Book procurement is based on the online book recommendation form which is available in GLA-LMS with faculty login and student login page.
- Faculty members can also send e-mail requests to the University Librarian in special circumstances.
- Under special circumstances, faculty members may procure resources externally and get it reimbursed through the library.
- The Library conducts print and e-book exhibition annually, where the patrons (faculty members, students and scholars) select the books according to their requirements.
- The syllabus based text and reference book collection is a major aspect of the Library. Apart from these, the Library procures general reading collections, general reference materials, literature books, novels, fictions, etc.
- The Book purchase is process through the Central Purchase department, with the approved vendors and normally receives the quote from three different vendors, whichever is lower quote the purchase order will sent by the purchase department.
- Faculties are requested to avoid local publication books for maintaining the Library standard.
- Faculties are requested to give their required book quantity as per the policy of “**One copy per Six Students**”. If maximum syllabus is covered.
- Faculties are also requested to prefer the subscription of e-Resources such as e-books, e-journals and e-databases.

5. Subscription of Print Journals/Magazines:

Print Journal subscription is based on the recommendations received from the faculty and students. Further, it follows the norms of AICTE/UGC for subscription of printed national and international journals (discipline-wise). Faculties are requested to prefer the subscription of Scopus/UGC Index journals. General magazines are subscribed regularly. Complimentary copies of various newsletters, magazines are also accepted.

5.1 New Subscription:

The recommendation of new subscription of periodicals may be submitted by the Individual with recommendation of the Head of the Department.


5.2 Renewal Subscription:

Every year the renewal subscription process starts in the beginning of the session and after receipt of the recommendations from the respective Departments. Central Library can also submit the recommendations of the subscription of the new titles as the recommendation and norms of the government policy and other regulatory bodies such as AICTE/UGC etc.

6. Subscription of Online databases/e-Journals and E-Books- (E-Resources) Central Library subscribes the electronic resources (Online databases/e-Journals and e-books) as per the need and requirement of the faculty members, scholars and students for their academic, teaching and research activities. The access is through only authorized e-gateway (cloud based institutional IP address) with single sign option of both in and off campuses for 24x7 with unlimited user's access.

7. Usage Policy:

- Electronic resources such as e-journals, e-databases, e-books etc. Made available by the Central Library, GLAU are for academic use.
- These resources can be searched, browsed and material may be downloaded and printed as single copies of articles as is done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals (Called systematic downloading) is strictly prohibited.
- Please be aware that after using the official login, i.e. (.....@gla.ac.in) users can access these resources.
- In addition to all general services, the Central Library provides various value added Intranet facilities i.e. Web OPAC, Remote Access, LMS login for watching self check in/ checkout.



Librarian