


LIBRARY MANUAL



Mayadhar Mansingh Library

**GANGADHAR MEHER UNIVERSITY,
AMRUTA VIHAR, SAMBALPUR**


Director, IQAC
Gangadhar Meher University
Sambalpur


REGISTRAR
GANGADHAR MEHER UNIVERSITY
SAMBALPUR

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General Rules

- *Identity Card/Library Card is compulsory for entry to the library.*
- *To enter the library, users must present their identity card or library card.*
- *Bags, aprons, and other personal belongings are not permitted within the library; instead, they should be left at the property counter.*
- *It is not the responsibility of the library to replace lost or damaged personal items.*
- *Personal books are not permitted in library spaces. But readers are allowed to bring their own books to the reading rooms if they are used for this purpose.*
- *Beverages and eatables are not allowed inside the library.*
- *Mobile phones are to be kept in silent mode inside the library.*
- *Cleanliness must be maintained inside the library.*
- *It is not permitted to have conversations or hold group discussions in the library as it is meant for study. The library must be kept in strict silence and discipline must be maintained inside its premises.*
- *These rules and regulations are subject to revision from time-to-time.*

1. Introduction

a. Vision

- i. To provide students and teachers with quality information resources and value -added services to support their academic and research needs.

b. Mission

- i. By building an extensive and diversified collection of both print and electronic media, to discover, preserve or disseminate knowledge.
- ii. Serving as a hub for academic needs across the disciplines of science, art, commerce, humanities, and social sciences.
- iii. To implement Modern ICT tools for library services to enhance teaching, learning, and research activities

c. Objectives

- i. Establishing, advancing, and upholding a broad range of services and distribution tactics that assist the university's academic programs and promote the best possible use of the library's resources.
- ii. Creating and keeping a professional, committed and experienced staff of librarians who will provide the library's patrons with up-to-date services.
- iii. To make sure that all collections are easily accessible, we will employ emerging integrated technology to ensure easy access to collections.

d. About the Library

The central library of Gangadhar Meher University was established in the year 1944. It was named as Dr. Mayadhar Mansingh Library on 20th October 2020. The central library is one of the important central facilities of the University catering to the information needs of faculty, research scholars and students in Arts, Humanities, Social Sciences, Sciences and Management. It aims at selecting, acquiring, storing, retrieving and disseminating information for the benefit of academic community of our University.

The interior of the library is enabled with Wi-Fi connectivity allowing its patrons to ease of access both offline and online resources. It is equipped with an advanced Online Public Access Catalogue (OPAC) and modern reprographic facilities. All books are classified under DDC (Dewey decimal classification) 23rd edition. This library is using E-Granthlaya software for library management system.

This library is a 3-floor building. It comprises of large reading rooms, text book section, circulation section, reference section and reprography section. Also, it has a reading room facility for the disabled candidates.

e. Library Team

No	Name	Designation	E-mail	Phone
01	Puspangini Pattnaik	Assistant Librarian	puspagmc@gmail.com	9937062070
02	Anchal Mahana	Library Attendant	anchal.mahana@rediffmail.com	8984939972
03	Abhinash Pattnaik	Junior Assistant	avi.pattnaik@gmail.com	9937764457
04	Pratyush Pati	Junior Assistant	pratyushp75@gmail.com	8763324480
05	Akhilesh Kumar Hota	Junior Assistant	sibucool89@gmail.com	8249146678
06	Sumanta Kumar Bhoi	Library Attendant	sumantabhoi@gmail.com	9178984815
07	Swaraj Bohidar	Library Attendant		8658606010

1.6 Library Manual

The library's manual contains a list of all departments, sections and their functions, procedures and policies in the library.

2. Library Advisory Committee

The Library Advisory Committee is primarily appointed to improve library services and establish/change policies and procedures to provide the best possible library services. The task of the library advisory board is to support the activities of the library to facilitate the implementation of the development plans of the library by promoting the development activities of the library together with the administration.

The main purpose of this committee is to help build a bridge between the library and the academic fraternity and the university/institute administration. The Library Advisory Committee functions as a channel of communication and dialogue between the library and its users.

2.1 Formation of Library Advisory Committee (LAC)

The Vice Chancellor of the university has the authority to appoint the members of the committee. The Library Advisory Committee (LAC) consists of a chairperson and other members.

S. No	Name	Designation
1.	<i>Prof. Gyana Ranjan Swain</i>	<i>Chairperson</i>
2.	<i>Dr. Partha Sarathi Mallik</i>	<i>Member</i>
3.	<i>Dr. Bijay Laxmi Panigrahi</i>	<i>Member</i>
4.	<i>Dr. Bibhu Kalyan Mohanty</i>	<i>Member</i>
5.	<i>Dr. Pramod Kumar Samal</i>	<i>Member</i>
6.	<i>Dr. Rosalien Rout</i>	<i>Member</i>
7.	<i>Dr. Jayendra Kumar Singh</i>	<i>Member</i>
8.	<i>Dr. Shyama Charan Acharya</i>	<i>Special Invitee</i>

2.2 Frequency of Meeting and Quorum

The committee shall meet at least two times a year and fifty percent of the members constitute the quorum.

2.3 Functions of the Library Advisory Committee

Formulate principles and procedures regarding the development and operation of the library, such as collection of development policy, services, loan service policy, library cooperation, etc.

- To prepare budgetary proposal for the library.
- Making recommendations to the University Purchase Committee/Subcommittee for the acquisition of books and magazines and other reading materials and equipment required.

2.3.1 Meeting Notice

The Librarian shall issue the notice of convening the meeting along with a copy of the agenda notes to each member at least seven days before the meeting.

2.4 Purchase Committee

The university's Purchase Committee will finalize the things that can be purchased and provide administrative clearance for the purchase. The Purchase Committee of the institution oversees overseeing the acquisition of library materials. The committee negotiates to settle on the final pricing and examines the technical specifications.

3 Procurement of Learning Resources

Acquiring learning materials is the primary responsibility of the library. The purpose of the library is to systematically create collection development by identifying, evaluating, selecting, processing and making it available to users. Since the entire construction requires huge sums of money and has long-term consequences, it is very important that libraries have a well-thought-out collection development policy.

3.1 Book Selection Tools

- Catalogue
- Publishers
- Book Exhibition

3.2 Checking duplication

- The book list is checked in the library catalogue/repository for duplicate titles recommended by the faculty and a note is made accordingly.
- The library may purchase multiple copies of books in high demand upon recommendation by the faculty.

3.3 Ordering

- Once the university's list of recommended books and financial sanctions are approved, the Librarian of the university issues a purchase order to the supplier.

3.4 Supplier Panel

- Appoint a panel of suppliers based on their performance such as response to queries, speed of delivery, adherence to terms and conditions.
- This panel is reviewed every two years based on provider performance. The panel must have at least three to five vendors.

3.5 Discount

- All books carry a discount upon mutually agreed terms and conditions.
- In general, a uniform discount of 10-20% on the publisher's price applies to all books written in English, Hindi and other regional languages.

3.6 Price Proof

The librarian will confirm the GOC rates, book prices, and discount rates as soon as the books and bills are received by the library through the following means.

- Distributor's invoice to the supplier.
- Print out from the publisher's catalogue.
- Photocopy from Publisher Catalogue

3.7 Non-Supply of Books

- Evaluate the supply status
- Change the supplier and re-order the books

3.8 Maintenance of Records

- Invoices
- Reminders
- Budget/Finance
- Accession Register
- Bill Register
- Purchase Orders

4. Circulation Section

Since the circulation section serves as the initial point of contact for both teachers and patrons, it is crucial that it manages the front desk operations of the library. The section's principal undertakings are:

- Issue and return of documents
- Overdue charges
- Collection of the overdue charges
- No due issuing
- Registration of new members
- Sending reminders to overdue documents
- Maintenance of circulation module of library management software e- Granthlaya
- Assisting the users in accessing OPAC and the library catalogue
- Attending the users query for effective interpretation of library rules and regulations

4.1 Membership

Every student, faculty member, and researcher of the university is eligible to become a member of the library.

4.2 Borrowing Rules

- Identity cards must be produced for borrowing books.
- No book in damaged condition will be accepted by the users on return.
- Readers will be charged with the fine for overdue loans @ Rs. 1/- per book per day.
- Users can keep a book for a period of one month as a general case.
- The maximum number of books that can be issued to different member classes is listed in the following list.

• Teaching staff	10 Books
• Non-teaching staff	03 Books
• Post Graduate Students	05 Books
• Graduate Students	03 Books
• Research Scholars	05 Books

Any person loses or seriously damages a book shall have to pay 10 times its value or replace it with a similar volume.

4.3 Documents that cannot be borrowed

- Reference Books
- Bound Volume of Journals
- Theses and Dissertations

4.4 General Rules for Reading Room

Students are allowed to take a single book from the Reading Room at a time by depositing his/her identity card. This section provides open- access facility to the user. Students must take proper care of the book. Not allowed to take the book outside the library otherwise he/she will have to pay fine of Rs 50/-.

4.5 References services

- Dr. Mayadhar Mansingh Library holds a large reference collection of theses, dissertations, dictionaries, encyclopedias, handbooks, standards, indexes, and guides.

5. Library Users' Services

5.1 Library Timing

The library functions from Monday to Saturday (Except Holidays).

- Reading Room: 8am to 8pm
- Circulation Section: 10am to 5pm

5.2 Wi-Fi Facility

Wi-Fi (Wireless Network) access is available across the libraries and users can access e-information through wi-fi facility.

5.3 OPAC –Online Public Access Catalogue

5.4 Reprography, Printing, and Document Delivery Services

In the ground floor of Dr. Mayadhar Mansingh Library, a reprography unit has been setup. Users have easy access to photocopying facilities which enable them to reproduce required material from books and journals with a reasonable price.

6. Stack Room and Display Management

- The Dewey Decimal Classification (DDC) Scheme is followed for Library Manual.
- The stacks are properly labelled with Class Number

6.1 Stock verification and procedure of documents withdrawal

To find lost or damaged papers that need to be repaired, or to remove certain items from the library collection, a physical verification of the stock must be done. Verification of the stock of library is maintained at regular interval of time. A group of faculty members of the university is required to verify the stock, and the library staff will support this team. The final report will be verified and then sent to the librarian, who will then report it to the university.

6.2 Consolidated report of Library books till 30th November 2023

Information about Books/Documents/Journals	No of Books/Documents/Journals
Total no of Books till 30.03. 23	125766
Books issued to students	1374
Books issued to staff	220
Books issued to different seminar	12602
Damage/Obsolete books verified by the faculty	25075
Complete Damaged Books	40987
+2 Books declared to be obsolete	9086
Missing Books	245
Books on shelves	34469

Weeding Out

The library regularly inspects the books on the shelves and takes out any damaged ones. The Library Advisory Committee receives the prepared list of books and uses it to filter out materials. A committee established specifically for this purpose makes suggestions, and the process of weeding out is carried out as and when necessary.

7 Maintenance of Documents

7.1 Shelving and Shelf Rectification

Open access policy that permits patrons to freely select materials from the shelves. A few users purposefully misplace documents. Staff members occasionally inadvertently store reference materials in the general collection or the other way around. The placement of the documents on the shelves should be regularly checked. Every misplaced paper needs to be put back in its proper spot. We refer to this procedure as shelf rectification. Should a torn document be discovered, it ought to be submitted for binding.

7.2 Binding of Documents

The process of binding library items is carried out using commercial binders that can be found in the surrounding areas. In this sense, the library determines the requirements, conditions, kind, and color of binding for every kind of document.



Dr. MAYADHAR MANSINGH LIBRARY

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GPS Map Camera



Sambalpur, Odisha, India
FXGF+JQV GMU Garden, Modipada, Sambalpur, Odisha 768002, India
Lat 21.476487°
Long 83.97442°
15/05/24 07:43 AM GMT +05:30