

JSS COLLEGE OF ARTS, COMMERCE AND SCIENCE

Autonomous under University of Mysore

Re-accredited by NAAC with 'A' Grade, CGPA: 3.21

Recognized by UGC as 'College with Potential for Excellence'



EDUCATION WORLD RANKING [453/700]	
National Level Ranking	72
STATE Level Ranking	13

LIBRARY & INFORMATION CENTRE



LIBRARY USER MANUAL

2023



JSS College of Arts, Commerce and Science
Library & Information Centre

Library & Information Centre B.N.Road, Mysuru- 570 025

0. Library User Manual 2023

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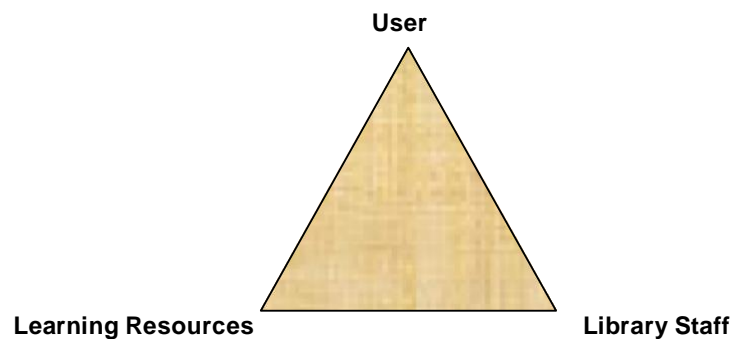
0. Introduction

JSS College of Arts, Commerce & Science Library & Information Centre has always been striving hard to meet the expectations of its users. 5 qualified professionals run the library assisted by other supporting staff. However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library and resource centre so as to further improve its efficiency, utility and services.

This manual touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, management of other academic support facilities should be offered. This uniformity will also help in networking with our libraries which will be coming up in different campuses.

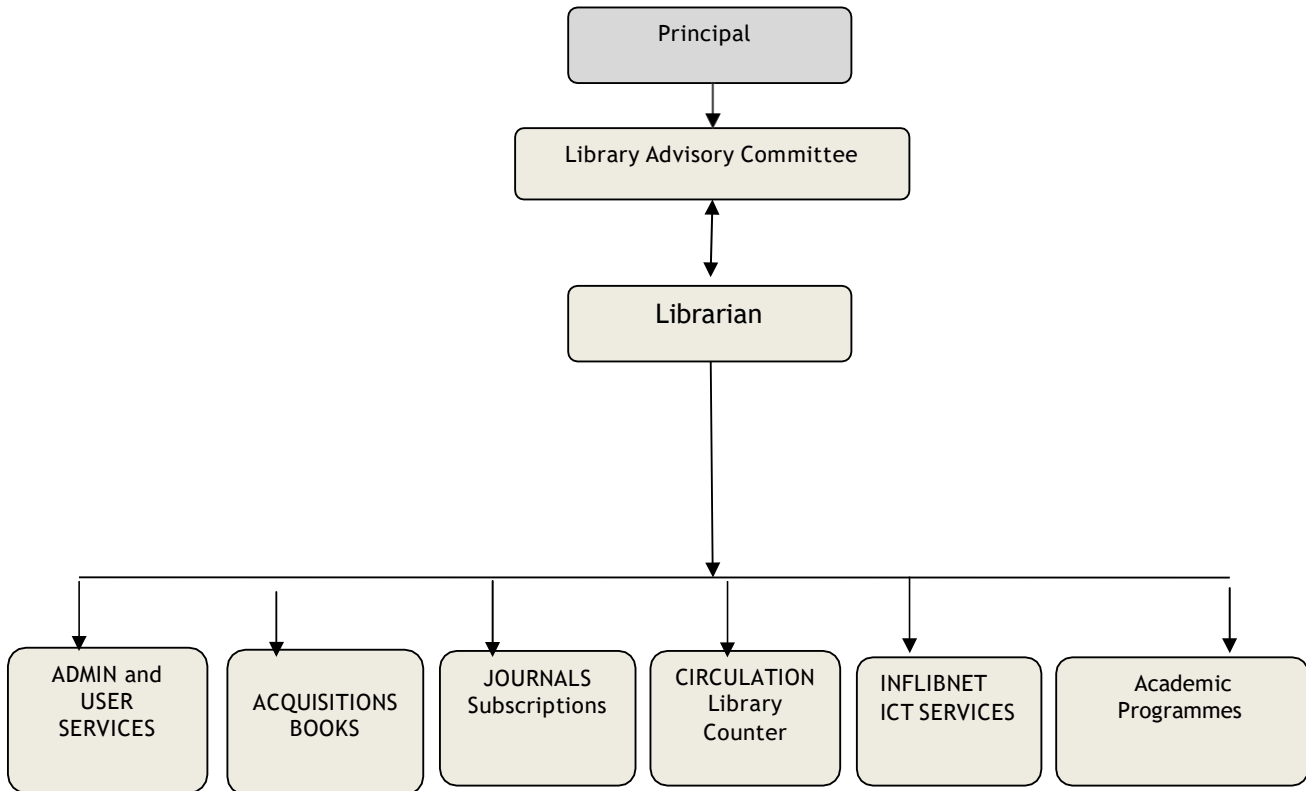
Role of Library

Library plays a Important role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr.S.R.Ranganathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.



JSS College of Arts, Commerce and Science
Library & Information Centre

ORGANISATION CHART



1. Library Advisory Committee (LAC)

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Principal of the College.

Composition

The Principal will constitute the Library Advisory Committee. Has issued a notification about the constitution of Library Advisory Committee.

Sl	Names	Designation	Role
1	Dr. S. Prathibha	Principal	Chair person
2	Sri S.P. Udayashankar	Selection Grade Librarian	Convenor
3	Sri Srinivasa	Librarian - Grade 1	Member
4	Dr. L. Mallesh	Asst.Prof	Member
5	Dr. B. Prabhuswamy	Asst.Prof & EC	Member
6	Sri V.G.Ravikumar	Asst.Prof	Member
7	Dr.V.S.Jyothi	Asst.Prof	Member
8	Smt.J.S.Vidya	Asst.Prof	Member
9	Sri Vidyashankar	Asst.Prof	Member
10	Dr.K.G.Sreelalitha	Asst.Prof	Member
11	Smt.R.G.Asha	Asst.Prof	Member
12	Sri K. Rakeshkumar	Asst.Prof	Member
13	Kum. Jesintha	III B.Sc (CZ)	C.R

All officers of the library shall participate in the meeting as invitees to provide required inputs.

Terms of Reference for LAC:

- a) To provide general direction to the Library
- b) To review, rewrite and approve library procurement policy
- c) To negotiate and approve subscriptions to online databases (e-journals, eBooks and data sets)
- d) To formulate the policy for library use and procedure to be framed
- e) To review the functioning of the library with regards to its support to the academic programmes of the College.
- f) To outline the library collection development policy as and when required, for its implementation.
- g) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- h) To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.

- i) Any other function as assigned by the higher authorities
- j) The LAC would meet at least once in six months to review the library affairs
- k) The committee shall be reconstituted in every year
- l) Minutes of the meeting shall be recorded and circulated to all members for consideration and approval

Meeting Frequency: The LAC shall meet at least once in six months to Review the library affairs and if necessary, more often.

Minutes of the Meeting: Meeting minutes shall be recorded by the Librarian, as Member Secretary and circulated to all members for consideration and approval.

3. Library Budget and Finances

Library budget means the financial allocation to procure documents and provide access to the information resources.

Sources of Finance for Library

The present annual library budget of the library has the following components:

1. UGC Grants
2. Allocation from Maintenance Grants (Journals and e Resources)
3. Programme Specific Grants
4. Potential for Excellence Grants

Resources having no archival value like Annual Reports, directories, Year Books, India Reference Annuals and those having no archival importance, it may be procured under not to be capitalized grants

Budget must have contingency funds for Binding and other stationery needed to process and maintain the Books/Journals. Hence, tenders/quotations need not be called for procuring every single title/journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply.

4. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

4.1 Procurement of Books: Process and Approvals

- a) Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member
- b) Indent Approval: All faculty indents will be routed through Accounts Department for the approval of Principal, Chief Executive & JSSMVP.
- c) Ordering: The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be Issued by the Librarian
- d) Supplier Panel: Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every year based on the supplier performance. A panel should have at least 3 Vendors
- e) Discount: While a supplier panel, library advisory committee will negotiate and fix a flat discount structure to be followed. This discount rate will be followed.
- f) Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies - which are not on the panel. Such cases will be processed after taking due approval.
- g) Supply Deadline: Maximum time limit for supplying ordered titles will be 15 days. However, after checking the supply status with suppliers, based on genuineness, additional 15 days time may be given. Books which arrive after this will be accepted only after taking approval from the authorities
- h) Price Proof: Accepted Price Proof are: (Signed & Stamped by supplier)
 - Distributor's invoice to supplier,
 - Print out from the publishers catalogue
 - Photocopy from Publisher Catalogue
 - For some Indian publications, price mentioned on the title
 - Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof
- i) Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations

Terms and conditions for Vendors

- a. All books carry a discount as per the agreed terms
- b. This order should be acknowledged within 7 days from this date
- c. Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.
- d. The maximum time limit for supplying such book is 30 days.
- e. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
- f. You should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice
- g. Payment will be made within 45days from date of receipt of the invoice.

Book Procurement Process Work flow:

I. Initiation of Acquisition:

- Receiving Recommendations by Indent Forms, Publisher Catalogues marked and signed
- Find out the exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status
- Put up for Approval
- Prepare and Issue Purchase Orders after approval

II. Accessioning

- Accessioning : Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in Database
- Pass entries in Bill Register and forward bills
- Maintain Bill File

III. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders
- Price Proof Verification
- Prepare Book Received Report and Purchase Bill (BRR) in Database

IV. Classifying

- Classify Books/Thesis/Dissertations as per the Dewey Decimal Classification (DDC) Schedule
- Assign Classification Numbers
- The Class No on the front of the Title page

V. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards
- Assigning Keywords : Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.
- Making Analytical Entries, wherever needed.

VI. Processing Books:

- Stamping - Library Stamp to be put on the front, on Secret page and on the Last page.
- Paste Bar Codes on the Front Page and on the Title page and laminate it with Cello tape
- Insert 3M Security Tattle Tape
- Prepare Book cards
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift

- These items to be treated like books for processing, etc.

VIII. Financial Planning/Budgeting:

- Utilization Report: Grants/Account wise
- Inform Faculty about the arrival of books every month
- Initiate utilization of funds in advance so that funds are utilized before the deadlines set in.
- Prepare proposals/ requests for mobilizing funds for the acquisition

IX. Maintain MIS to generate Reports (Monthly)

- No. of Requests Received from Faculty
- No. of Titles Recommended
- Status of the recommended titles(Already Library has, Out of Print)
- No. of Titles Ordered
- No. of Titles received(Success rate)
- No. of Titles received as Gifts/Donations
- Book Received information to recommending faculty (Monthly)

X. Vendor Follow Up:

- Titles Not Supplied
- Reminders to Suppliers

LIBRARY STATISTICS

Books	84835
No of title	47404
Back volumes of journals	1915
Current journals	146
Audio / vidio materials	422
News papers subscribed	17
General magazine	54
E - journals	9000
E- books	97000
Library Server	01
Computers with internet and inflibnet facility	15
Photocopying machine	1
Dissertation & projects	1100
Library Staff	06
No of users / days	
Students	200 /250
Teaching staff	60 / 70
Seating capacity	
Ground floor	100
1st floor	200

Year		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
UG	No of Books								
	No. of Title								
	Total Cost								
PG	No of Books								
	No. of Title								
	Total Cost								
PGD	No of Books								
	No. of Title								
	Total Cost								
Others	No of Books								
	No. of Title								
	Total Cost								

Non Supply of Books: Process to be followed

- Follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books
- Prepare a performance report of the supplier every six months

4.1 Maintenance of Files and Records

Following records/files will be maintained properly

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

4.2 Subscriptions of Journals:

Subscription Process and Approvals

- a. Budgetary provision: Ensure that adequate recurring/annual funds are available for the approved Journals Subscription/renewals etc. as required.
- b. Beginning of Renewal Process: The process of renewals should begin at least Two months in advance that by December end/
early January all the renewals are done and the subscriptions are continued without any discontinuation in issues
- c. Indian Journals will be subscribed directly from the publishers who are usually institutions, govt. agencies, societies, etc. Approval will be taken for these direct subscriptions, but other conditions that govern foreign journal renewals are not applicable to Indian journals.
- d. Panel of Subscription Agents: Library Advisory Committee will form a panel of Subscription Agents through whom library will place orders of all its foreign journal subscriptions. All terms and conditions will be decided by the Library Advisory Committee.
- e. Procedure for preparing a panel of Subscription Agents: LAC will formulate a panel of vendors/subscription agents for supplying foreign journals with following criteria:
 - Registration number obtained under shop act, age of the organization
 - Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions
 - Experience by the peers
 - PAN/TAN, Sales / VAT tax number

- Publishers that a vendor supports
- Vendors turnover having at least 10 times of the value of the order (for the journals subscriptions)

Subscription Process Work Flow:

- Recommendation:** The list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.
- Approval:**
 - The list will be processed for exact details like price/publisher
 - Duplication checking with UGC Infonet and JSSACSLIC subscriptions
 - Put up for Principal approval.
 - Put for approval by Library Advisory Committee.
- Proforma Invoices:** Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.
- Ordering :** Journals Renewal and Subscription Orders will be issued to empanelled agents by Librarian
- Maintain proper Bill Register and an MIS of all invoices passed for payment
- Binding of Journals:** All journals procured through "to be capitalized grant" will be bound and kept on shelves.

Receipt of and access to journals

- Ensure that the items received are as per the order/ access is enabled to the desired resource
- Manual (Kardex) and computerized record of receipts of the journal issues
- Processing of Journal Issues: Physical verification, Stamping, magnetic tape insertion
- Timely display of the Loose Issues of the periodicals on the respective display racks.
- Linking to the online content wherever applicable
- Accessioning the virtual resources should not be done since they do not exist in physical form.
- Accompanying materials such as CDs/DVDs etc are being preserved at the INFLIBNET Centre of the Library. Other than CDs/DVDs are kept with the Periodicals Section.

Non Supply of Journal Issues:

- Reminders:** Missing issue reminders can be sent with the following frequency:
 - o For weekly and bimonthly journals: Once every month
 - o For Quarterly/Biannual journals: Once every two months
- Replacement of missing issues:** Supplier must be asked to replace missing

issues by way of

- o replacement copy, or
- o publisher certified and reproduced copy or
- o refund either in the form of credit note or Demand Draft/Cheque or
- o extend the subscription period equivalent to corresponding period

Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection.
- Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organisations which have no relevance to JSSACSLICS users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material

Other Resources Managed:

A variety of other information resources are received and displayed for use in the Periodicals Section which are being received free of charge, viz:

- Complimentary Loose issues of Journals
- Annual Reports
- Brochures
- Prospectus etc.

Non-Book Materials

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes, Booklets, Posters etc is being maintained at the Periodicals Section and these materials are open to all our Library users.

Maintenance of Records:

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills Register
- Kardex (Periodical Loose Issue Entry Register)

- Subscription Orders
- Approvals

4.3 Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

Pricing Models

There exist many pricing models. JSSACSLIC can adopt the model depending on various factors like suitability for different programmes, research area, relevance to different usage analysis, if it is a renewal.

- o Annual Subscription: Access to content is available for only one calendar year
- o Perpetual Access: Access to content is available for the year that we are subscribing. After expiry of subscription, we will still have access to the content of the year we subscribed for future but not the subsequent new years.

Since the UGC Infonet e-journals consortium is providing access to large number of resources to Colleges, care needs to be taken that institute gets maximum number of e journals from that consortia.

Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual eJournals or eBooks)

5. Circulation Section:

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources(Primarily Books)
- b) Attending the Users' query for effective interpretation of library rules and regulations
- c) Registration of new members
- d) Inter Library Loan Service
- e) Maintenance of "Circulation Module" of Library Management Software
Maintenance and updatation of all data related to library users
- f) Sending Reminders to overdue documents users
- g) Correspondence & No Due issuing
- h) Library Orientations/Information and Digital Literacy

- i) Assisting the users for accessing OPAC and Reference
- j) Managing Counter Operations during Weekends/ Freetime

a. Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quickly glance the book for any damage
- Ensure that the User writes signs on the Book request slip
- Enter details into Issue Database
- Discharge the books as per Security norms
- Handover the books to the user

While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in Software.
- Charge books as per Library System
- Cancel the entry in the Software
- Send it to Stack for Shelving

b. Borrowing entitlements for faculty/Students/Admin

Clearly define the number of items that and user is eligible to borrow:

Category	General Shelf Books	
	No of Books	Issue Period (days)
UG faculty	10	30
PG faculty	15	30
Research Scholars	5	15
Students (All programmes)	2	15
Admin	5	30

c. Membership Fees:

Category	Refundable Deposit	Annual Fee	No. Of Books	Loan Period
Alumni	Rs.2000/-	Rs.200/-	1	1 Month
Individual	Rs.2000/-	Rs.500/-	1	1 Month

Institutional	Rs.10,000/-	Rs.500/-	5	1 Month

Documents that Can and cannot be borrowed

Books that can be borrowed:

- Books from the general shelf
- Reserve Shelf Books can be borrowed only for two days
- CD ROMS, DVDs and audio video cassettes can be borrowed for a period of one week

Documents that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- Dissertations/Project Works submitted by JSSACSLIC Students are not issuable.

Library Fine, Renewals and Reservations

- There will be a overdue charge Re.1/- per day per book.
- Fines will be kept pending as “due from borrower” in the system
- “No dues” certification will be cleared from library only after the library dues are fully paid up upon completion of programme
- Faculty and Staff will not be levied any library overdue fine
- Books can be renewed for another term of 15 days, if no demand is there.
- The renewal must be made on or before the due date
- A General Shelf book can be renewed for three times in a row, after which it must be returned to the library.
- User may borrow it again, if there is no reservation placed on that.

Loss or Mutilation of documents and Policy of Compensating Library

- Library materials are to be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library using the prescribed form.
- Library will follow the below mentioned steps, in the same order of preference to settle the dues
 - i. Book has to be replaced with the same or latest edition OR
 - ii. Thribble cost of the book as per library records
 - iii. Overdue charges will not be levied in such cases from the date of report until the same is replaced(must be resolved within a month)

Library Access by Visitors: Day Membership and Charges

All external users who want to utilize library facilities and services for their academic purposes to be allowed after following verification.

- User must produce a valid identify proof like their university/college of study, work place id,
- Prior Approval by the Principal and Chief Executive
- furnishing the details in Entry Register
- Reason/Purpose of the Usage.

Internet and eResources access by Visitors and Charges

- The bonafide students, research scholars, faculty, staff are eligible to access internet and eResources in library
- Those holding memberships like Individual memberships can access internet at no cost using the terminals with Login facility kept outside Inflibnet Centre
- Remote Login facility is to be provided for bonafide students, staff and research scholars of the institute. No external user will be provided remote login facility.

Photocopying Services:

- Library has photocopiers and operates from 3.00pm to 5.00pm
- Photocopying charges
 - Students, Faculty, Staff, Alumni, Individual/Institutional/Corporate membership holder : Rs.1.00 per exposure.
- Photocopies can be taken from Books, Journals, Project Reports, Thesis/Dissertations, etc.

Theft/Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the authority for further action.

6. Collection Development

Library has a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

a. Strength and weakness of the existing collection

Institute is starting several new courses. has about 12 UG, 09 PG and PhD Programmes. In relation to these new programmes, Library must make special provision in the budget to strengthen the new programmes with minimal learning resources. Based on the observations, an effort should be done to add books, journals and e-Resources in the area of the new programme.

b. Follow up with Funding Agencies

Library will follow up with funding agencies like UGC, JSSMVP/endowments for augmenting finances to strengthen the collection development process.

c. Follow up with UGC Infonet (Consortium)

Library must continuously follow up with consortium agencies like UGC infonet for inclusion and addition of new journals and databases to support the new academic programmes

d. Shift towards e-resources:

Because of the conveniences like multiple logins and anywhere, anytime access, there is a considerable demand for online databases, e-journals and e-books. JSSACSLIC also has excellent access infrastructure like e resource centre, 1 gbps internet, Wi-fi connectivity in the campus. These e-resources can also be accessed. Hence, emphasis may be given more towards e-resources.

7. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area (Spread in Ground floors for books/bound Volumes)
- Reserve Shelf Collection (consisting of books in high demand, Thesis/Dissertations, Project Reports) Ground Floor
- Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- News paper/Magazine Display Area (Ground Floor)
- Journal Display Racks (Ground Floor)

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves

- at least twice a day
- Each unit of Stack to have a designated Library Attendant
- Shelf Reading must be done continuously to look for misplaced books
- Books reported untraced by users be traced in the quickest possible time with documentation like when the request was received and when it was solved
- The stacks should be properly labeled with subject guides and Class Number Guides

8. Stock Verification and Procedure to Write off Books

Stock Verification Periodicity

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection.

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LAC and the library staff will assist the verification team.

Loss of Publications

- Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library is kept open and it's the responsibility of entire library team. Therefore librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding Rs.2000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action taken. The JSSMVP will write off all such losses Recommended by the Principal & LAC.
- A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- Occasional loss/damage of issues of periodicals is inevitable during postal

transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non-receipts/damages be considered as loss for write-off.

- There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Advisory Committee
- Obtain approval from the Principal & JSSMVP
- Make necessary entries in the accession register, write-off register
- Remove records from databases
- Close file.
- Improve the system with additional precautionary measures

Preventive measures:

Some preventive measures are listed below.

- Follow closed access to the rare books and specialized collections
- The exit/entry to the library be monitored
- Installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring for identification of users, etc., can be adopted.

Services offered

Information display
Current awareness services
Reference services
circulation
referral services
Chat with librarian
Photocopying services
Document delivery services
Literature search
Cd-rom services
Open access to library members only
Computerized library services
Easy access through newgenlib

Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. Users can also contact staff on duty for any assistance.

Library also has access to online reference sources which may be accessed from the library website.

Information and Digital Literacy/Library Orientation

Library will conduct Information Literacy/User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

Inter Library Loan

Library maintains an inter library loan arrangement with leading local libraries. Apart

Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

9. ICT Services Division

a. UGC-Infonet Services:

The JSSACS Library is one of the members of INFLIBNET UGC-Infonet Digital Library Consortium since 2005. UGC has set up this programme to promote use of electronic databases and full text access to e-journals by the research and Academic community of the country. Online databases are accessible via the Library Homepage, which provide access to full-text scholarly research articles beyond the physical wall of the library.

b. Document Delivery Services:

c. Digital Library Services:

A State-of-art Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, In-house Bibliographic and full text Databases, Institutional Repository etc.

- i. Access to Electronic version of Indian Journal all subjects
- ii. Automation of library materials including Rare and Out of Print books butin demand
- iii. Automation of Theses and Dissertations submitted to the institute

d. Internet / Cyber Library

The JSSACS Library has set up Cyber Library with over 10 computers working in a networked environment through connectivity provided by ERNET India using 1 Gbps High Bandwidth Leased Line. The Online databases will provide access to full text journals through UGC-Infonet E-Journals Consortia. In addition, SPSS and SAS computing facilities will also be accessible to the scholars.

Cyber Library-Acceptable Use and Code of Conduct:

1. Do Not Connect Your Mobile or any external device to Computers.
2. Do Not Install Any Software Without Prior Permission Of IT Team.
3. Do Not Download Movies OR Songs.
4. Do Not Remove LAN Cord, Keyboard And Mouse From The Computers.
5. Do Not Save Any Document On The Desktop.
6. Kindly Scan Your storage devices like Pen Drive Before Use.
7. Keep Your Mobile On Silent Mode.
8. Eatables are not allowed inside the Cyber Library.
9. Take Care Of Your Own Belongings.
10. Turn Off The Computer After Your Work Is Completed.
11. All Drives Will Be Formatted After Every 15 Days by IT team Without Any Intimation.
12. IT Team Will Not be Responsible For Any Data Loss
13. Kindly Co-operate With IT Team For Minimum Downtime Of The Computers.
14. Please Inform To IT Team In Case Of Any Computers Problem.
15. Please Keep The Cyber Library Clean.
16. Keep Silence In Cyber Library.

Licenses and Fair Use of e-Resources:

The INFLIBNET Consortium subscribes to thousands of electronic journals

including full-text electronic resources and bibliographic databases for its member institutions. All electronic resources available through the Consortium are governed by license agreements. The terms and conditions for using these resources are spelled out in license agreements that are signed with each publisher by the INFLIBNET Consortium on behalf of its member institutions.

The licenses for electronic resources impose two types of restrictions on its usage, namely i) who can use these resources; and ii) how the resources can be used. The first restriction defines authorized users for e-resources, which generally includes students, faculty, staff and onsite visitors of a subscribing institution. The second restriction deals with how these resources can be used. It is the responsibility of individual users to ensure that e-resources are used in a fair and just manner and for personal, educational and research purposes only.

Computer Access-Acceptable Use and Code of Conduct:

Only registered members of the Library are authorized to use the Computers, Internet facility or to access e-Resources. Prior to such authorization, the students must sign and return the Library Registration Form acknowledging their responsibilities and the consequences of violation.

The following policy for acceptable use of computers, networks, and system resources, including the Internet and e-resources, shall apply to all TISS administrators, faculty, staff, and students. All technology equipment shall be used under the supervision of the site administrator. Any user who violates any condition of this policy is subject to disciplinary action or administrative sanctions. In addition to any other disciplinary action taken, the IT Department reserves the right to terminate access to system resources for any user who violates these guidelines.

1. Every user in whose name a system account is issued will be responsible at all times for its proper use.
2. Users shall not let other persons use their name, logon, password, or files for any reason
3. Users shall not use others' system accounts or try to discover another user's password.
4. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
5. Users shall not use Computers for any non-instructional or non-administrative purpose, including, instant messaging, online shopping, or personal use of streaming media such as online radio stations or video broadcasts.
- 6.
7. Users should not use library network for sending and receiving a large number of personal messages, including using group email distribution lists to send non-administrative or non-instructional messages to other users.

List of Usefull Links



ಸಾರ್ವಜನಿಕ ಗ್ರಂಥಾಲಯ ಇಲಾಖೆ, ಬೆಂಗಳೂರು

national digital library of india



indian institute of technology , bhubaneswar

universal digital library - million books
directory of open access journals
indian national science academy
list of open access learning resources



ಸಾರ್ವಜನಿಕ ಗ್ರಂಥಾಲಯ ಇಲಾಖೆ, ಬೆಂಗಳೂರು



<http://www.uni-mysore.ac.in/english-version/library/index.php>

<http://karnatakapubliclibrary.gov.in/>

<https://ndl.iitkgp.ac.in/>

<http://delhipubliclibrary.in/>

<https://library.iitbbs.ac.in/open-access-e-resources.php>

<http://www.ulib.org/>

<http://www.doaj.org/>

<http://insa.nic.in/insauth/default.aspx>

<https://www.amu.ac.in/pdf/eresources.pdf>

<http://opac.nationallibrary.gov.in/cgi-bin/gw/chameleon>

<http://www.publishingindia.com/commerce-journal/7/>

<https://library.iimcal.ac.in/journal/freeonline/>

https://www.youtube.com/lisacademyindia?fbclid=iwar26zrroa6k6j2ifknvevi4c_xdx7zju73mseblptadtzvrpfu6hdfqthw

<https://www.ias.ac.in/journals/overview/>

<https://epgp.inflibnet.ac.in/>

<https://onlinecourses.nptel.ac.in/>

<https://vidyamidra.inflibnet.ac.in/>

<https://shodhganga.inflibnet.ac.in/handle/10603/268806>

<https://www.karnatakadigitalpubliclibrary.org/>

<https://university.careers360.com/download/ebooks>

https://jsscacs.edu.in/sites/default/files/files/101_free_online_journal_and_research_databases_for_academics_free_resource.pdf

<https://uni-mysore.ac.in/library/open%20access%20resources.php>

springer link

<https://link.springer.com/>

proquest e-book central

<https://about.proquest.com/en/products-services/ebooks-main>

mint books (kannada) digital knowledge project
world technologies e-books
south asia archive
ndli (national digital library of india)
world e-book library

electronic journals

indian academy of science
csir- niscair
sage journals
economic & political weekly
indian journals
springer link & nature
american chemical society
american institute of physics
american physical society
annual reviews

subject databases

epw indian statistics
india stat
manupatra
research gate
ohio link etds
shodhganga etds

open sources, e-prints and archives

e-books, servants of knowledge (regional languages)
pustaka sanchaya project (kannada)
open access e-books
open access journals
public knowledge project
indian institute of science, library & information science

institutional libraries

developing library network
national digital library of india
karnataka digital public library

institutional repositories

massachusetts institute of technology (mit)
california digital library
consortium of university libraries & joint information systems committee, uk
iim, kozhikode
drtc, bangalore
nal, bangalore
indian institute of science, bangalore
inlibnet centre

anti-plagiarism software

ouriginal
ICFAI

<https://gulbargauniversity.mintbook.com/v3/library-books>

<https://ebooks.wtbooks.org/subscription>

<https://southasiacommons.net/>

<https://ndl.iitkgp.ac.in/>

<http://worldebooklibrary.org/>

<https://www.ias.ac.in/journals/overview/>

<http://www.niscair.res.in/periodicals/researchjournals>

<https://us.sagepub.com/en-us/nam/journals>

<https://www.epw.in/>

<https://www.indianjournals.com/>

<https://link.springer.com/>

<https://pubs.acs.org/?cookieset=1>

<https://aip.scitation.org/?cookieset=1>

<https://www.aps.org/>

<https://www.annualreviews.org/>

<https://epwrfits.in/>

<https://www.indiastat.com/home/login>

<https://www.manupatrafast.com/?t=desktop>

<https://www.researchgate.net/>

<https://etd.ohiolink.edu/apexprod>

<https://shodhganga.inflibnet.ac.in:8443/jspui/>

<https://archive.org/details/servantsofknowledge>

<https://sanchaya.org/project/>

<https://www.doabooks.org/>

<https://doaj.org/>

<https://pkp.sfu.ca/ojs/>

<http://eprints.rclis.org/view/>

<https://delnet.in/>

<https://ndl.iitkgp.ac.in/>

<https://www.karnatakadigitalpubliclibrary.org/>

<https://dspace.mit.edu/>

<https://cdlib.org/services/pad/escholarship/>

<https://v2.sherpa.ac.uk/opensoar/>

<http://dspace.iimk.ac.in/xmlui/>

<https://drtc.isibang.ac.in/ldl/>

<https://nal-ir.nal.res.in/>

<https://eprints.iisc.ac.in/>

<https://ir.inflibnet.ac.in/>

<https://www.ouriginal.com/>

<https://www.icaai.org/post/ejournal-july2023>

10 Library Security System

Library employs a security system to safeguard the library resources. The following security systems are employed in the library

a) Closed Circuit Camera System (CCTV)

- Library has installed 16 cameras across different floors, stack rooms and study areas for monitoring.
- Main Security of Library exit point has a LCD monitor where the footage can be viewed
- Librarian's Office also has a LCD monitor where the CCTV feed is provided
- System administrator has access to recording of the footage

b) Security Staff:

c) Library Attendants:

- Library attendants have been allotted different sections of the stack rooms and they will provide monitoring at stack rooms and study places.

11 Physical Ambiences:

Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

Floor Plan and Direction/Guideposts

Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

12 Managing the Performance of Library team

JSSACS library is managed by a professionally qualified and competent team. It is suggested that the performance of the team can be optimized by taking the following measures.

Clearly defined Job Descriptions at all levels

Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gets with the libraries and then Institute's Mission and Vision Statements. The organization chart with a clear reporting structure is developed for having effective span of control within the library.

Department Performance Audit yearly by user feedback surveys

Library will initiate a annual department performance audit wherein the performance of each section of library will be evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation will certainly help library to overcome any lacunae in the facilities and services being provided.

Half Yearly Reports about Library Functioning

Library shall compile, analyze and submit a performance report every six months. IN this, the performance and productivity of each section of the library shall be reported with descriptions as to how many targets were achieved, difficulties faced and how they were overcame.

13 General Rules and Regulations:

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance. Only notebooks and the Library books to be returned will not be allowed inside. Do not to leave any valuables at the Property counter. Library is not responsible for any loss of personal belongings. Library does not permit any exception in the observance of this rule.
2. Identity Card is compulsory for getting access to the library.
3. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. *Please remember that a book misplaced is a book lost.*
4. The newspaper(s) should be folded properly after reading and kept back in the designated place.

5. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
6. All the students/scholars are required to bring one of their recent photograph (Passport Size) while applying for Library membership.
7. Books are issued to students for overnight during the examination time only.
8. Those students who do not return the books, issued for overnight use, in time, will not be issued any book for a period of 7 days.
9. *All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.*
10. There will be a fine of Rs. 1.00 per General Shelf book and Reserve shelf book, Rs. 2.00.
11. Students are advised not to issue Books to others on their names.
12. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room should be utilized for the same.
13. All users are requested to keep their mobiles switched off or in silent mode in the Library.
14. Beverages and Eatables are not allowed inside the library.
15. No visitor or guest is permitted to use the Library without obtaining a Prior permission from the higher authority.
16. Library reserves the right to call back any issued book/item at any time.
17. All students are advised to come to the Library in decently as they are in the classrooms.
18. Demand and suggestion slips are available at the circulation desk for your use..

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"ÉÃqÀ

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"ÉÃgÉAiÄÄªÄgÀ,ÀªÄÄAiÄÄ °Á¼ÄÄªAiÁqÀ
ÉÃqÀ,

¢zÉæAiÄÄªAiÁqÀ "ÉÃqÀ
¢Ã¶AU¼À£ÄÄªÄâxÄðªÄV §¼Ä,À "ÉÃqÀ,
¶ÄÄ,ÀÛPÀU¼À PÀ¢AiÄÄ "ÉÃqÀ

°Á¼ÉU¼À£ÄÄ °ÄjAiÄÄ "ÉÃqÀ,
«µÄAiÄÄU¼À£ÄÄ "ÉÃgÉqÉ,Äj,À
ÉÃqÀ


°Á¼ÉU¼ÀªÄÄzsÄªsÁUÄzÀ°
UÉgÉU¼À£ÄÄ J¼ÉAiÄÄ "ÉÃqÀ,
EzÉÄ UÀæAxÁ®AiÄÄ,ÄÄ¢Ý,EzÉÄ
NzÄÄUÄgÀ ¢Ãw.


PÄÄ.a.ªæÄ
(§,ÄªÄtÚ£ÄªÄgÀªÄZÀ£ÄU¼À£ÄÄß N¢j, PÀ°-Äj, w½-Äj
& C£ÄÄ,Äj))


UÀæAxÄ¶Á®PÄgÄÄ


15. List of faculty profile and achievements

1	Sri S.P. Udyashankar	Selection Grade Librarian	M.A, MLISc
2	Sri Srinivasa	Librarian – Grade I	M.A.,B.Ed.,MLISc, K-SET.
3	Sri M.C. Manjunath	Library Assistant	M.A., MLISc
4	Smt.V. Geetha Murthy	Library Assistant	B.A., BLISc.
5	Sri Dinakaran	Attender	B.A., MLISc., DCA
6	Sri Dharanendra babu	Attender	PUC
7	Sri Nandeeshha	Attender	BA


	<p style="text-align: center;">Mr. Udayashankar M.A.,mlisc Chief librarian</p> <p>He is presently working as a Chief Librarian of the department,. He was heading the libraries of Medical and Nursing Institutes and posses 25 years of professional experience. He has participated 5 workshops and Seminars Sponsored by UGC and RGUHS. He has also been teaching to the Students and Faculty of the College for Using the Library and</p>
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	<p style="text-align: center;">Mr. Srinivasa M.A., B.Ed, mlisc- K-SET Librarian Grade I E-mail : kuchisri@gmail.com</p> <p>He is presently working as a Grade I Librarian of the department of Library and Information Centre, JSS College . He was heading the libraries of Medical and Nursing Institutes and Posses 19 years of professional experience. He has participated 5 Workshops and Seminars Sponsored by UGC and RGUHS. He has also been teaching to the Students and Faculty of the College for Using the Library and its facilities. He also has been developed libraries and automated in the institutions where he served. His areas of specialization are information use, user studies and academic librarie, Indexing, Information Literacy and open access resources.</p>
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	<p>Mr. Srinivasa M.A., mlisc Library Assistant E-mail : kuchisri@gmail.com He is presently working as a Library Assistant in the department and he has completed B.A, blisc from KSOU., later he has completed M.A from KSOU in 1998</p>
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	<p>M.A,blisc. Library Assistant Phone : 08224-252149 He is presently working as a Library Assistant in the department and he has completed B.A, blisc from KSOU., later he has completed M.A from KSOU in 1998</p>
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He is presently working as a Library Assistant in the department and he has completed B.A, blisc from KSOU., later he has completed M.A from KSOU in 1998.

	<p>S.S.L.C. Library Attender Phone : 08224-252149 He is presently working as a Library Assistant in the department and he has completed B.A, blisc from KSOU., later he has completed M.A from KSOU in 1998</p>
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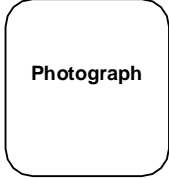
	<p>S.S.L.C. Library Attender Phone : 08224-252149 He is presently working as a Library Assistant in the department and he has completed B.A, blisc from KSOU., later he has completed M.A from KSOU in 1998</p>
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	<p>Attender Phone : 08224-252149 He is presently working as a Library Assistant in the department and he has completed B.A, blisc from KSOU., later he has completed M.A from KSOU in 1998</p>
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14. Requisition Forms used in Library

- a) Library Membership Form
- b) Book Recommendation Form
- c) Inter Library Loan Request Form
- d) Lost/Mutilated Book Replacement Request

Library Membership: Students / Research Scholars



JSSACS Library and Information Centre

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Name in full: Mr./ Ms./ Dr.....

Roll No. :.....

Programme: UG PG PhD Diploma Certificate

Specialization:.....

Present Address:.....

.....

.....Cell:.....

Email:(Please write legibly)

Permanent Address:.....

.....

.....

.....Tel:.....

Date: Signature of Student:.....

Library Membership may please be granted.

Membership No.....

Date of Registration:

Librarian :

Library Membership: Faculty/ Staff/ Others



JSSACS Library and Information Centre

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Membership as: Fulltime Faculty Parttime faculty Admin Staff

Name in full: Mr./ Ms./Dr/ Prof.....

Department

Present Address:.....

:.....

..... Cell:.....

Email:.....(Please write legibly)

Permanent Address:.....

:.....

.....Tel:.....

Date: Signature:.....

Library Membership may please be granted.

Membership No..... Date of Registration

:

Librarian

JSSACS Library and Information Centre
Lost/Mutilated Book Replacement Request

Name of the Library User _____

Library ID No. _____ Date of Reporting the Loss/ Mutilation _____

Title of the Book _____

Author _____ Accession No. _____

In order to make good the loss of library material, I hereby wish to do the following (Please Tick)

1. Herewith replacing the Book with the same or latest edition
2. Will pay actual cost of the book as per library records or a minimum amount of Rs.500/-, whichever is high.

Date: _____

Signature of the User _____

FOR OFFICE USE
(Book Acquisition Section)

As per records, the price of the above mentioned book is Rs. _____

(In words) _____

Date: _____

(Acquisition Section)

FOR OFFICE USE
(Book Circulation Section)

Received from _____

a sum of Rs _____ (In words) _____

Receipt Number _____ Date _____

Librarian

JSSACS Library and Information Centre

Book Recommendation Form / Indent

The Librarian
JSSACS LIC

Please procure the following titles which are useful for my teaching and research purpose.

Name of Faculty:

School/ Center:Dean /Independent Centre Chairperson:.....

Debit to:

Sr. No	Author	Title	Year of Pub.	Publisher	Price	No. of Copies

.....

Signature of Faculty

Approximate Cost of the above Books is: Rs.....

Librarian:

APPLICATION FORM (STUDENTS)
ACCESS TO e-RESOURCES

NAME:

ENROLLMENT NO : -----ACADEMIC PERIOD: -----

ADDRESS:

.....

.....

CONTACT NO:

E-Mail:.....

USER CATEGORY: *(Please make it Bold and Underline)*

1. UG.

2. PG.

3. PH.D

4. Faculty

SIGNATURE:

DATE: