

Library Policy

K. K. Wagh Education Society's
K. K. Wagh College of Agriculture,
Saraswati Nagar, Panchavati, Nashik- 422003.



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K.K. Wagh College of Agriculture,
(Affiliated to Mahatma Phule Krishi Vidyapeeth, Rahuri)
Saraswati Nagar, Panchavati, Nashik- 422 003. Maharashtra
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Library policy

1. Preamble

K. K. Wagh Education Society is a leading educational trust in Nashik District. It was established in 1970 by the visionary leader late Padmashree Karmaveer Kakasaheb Wagh. He realized the importance of education for upliftment of rural masses & started with a school in Niphad Tehsil. A small sapling planted by Karmaveer Kakasaheb Wagh has grown into a full tree with 30 institutes having over 21,000 students engaged in studies from K.G. to Ph. D. in various fields. There are over 1,900 dedicated employees following the Indian ethics & striving hard towards perfection & excellence. The K. K. Wagh College of Agriculture established in 2005. The College sprawls in its own building enjoying beautiful natural setting and a scenic campus. The college has earned name and fame for its academic excellence, punctuality, high standard of discipline and administration, progressive outlook and urge to serve the society.

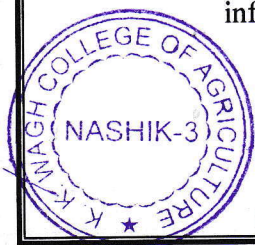
2. Infrastructure

Separate arrangement two storeyed has been allotted to Central Library at the K. K. Wagh College of Agriculture, Nashik is privileged to support the institute's march towards vision "Excellence in Agricultural Education for Sustainable Agriculture Development".

The Institute has a rich collection of more than 8800 books costing Rs 41 Lakhs. Library also subscribes to 07 National and International Agriculture related journals and e journals. Total area allotted for the central library is 455 sq.m. each for stake room and reading room. Under e-Library facility, J-Gate and NDL membership is available while Elsevier, DELNET, Springer etc. Also library shares and uses e-journals of our Society's Engineering College Library (i.e. *Kusumagraj* library) used on sharing basis.

3. Objectives:

1. To participate effectively in the college program as it strives to meet the reading and information needs to students and teachers.



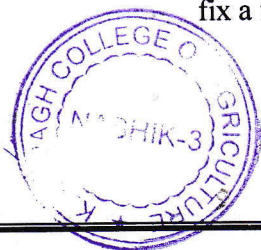
2. Provide the students with services and reading material so as to enable them to use the library for referring textbooks, reference books, Journals, on-line resources for study & overall development of the students.
3. Provide services and reading material to the teaching faculty of the college so as to enable them to use the library for preparing lectures, continuing education, research & updation of knowledge.
4. Provide orientation, user education and reference service to the teachers and students in order to maximize the use of the library.
5. To support the extra-curricular activities conducted by the college.

4. Various Policies

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

4.1 Procurement of Books: Process and Approvals

1. Recommendation: Faculty can recommend the books to be procured for their courses and research at the beginning of the semester by filling the forms available for this purpose. Students can also recommend the books for procurement provided a faculty member endorse their recommendation.
2. Indent Approval: All requirements will be routed through the library coordination committee for the approval of the Principal.
3. Ordering: The orders can be placed to the vendors through e-mail with standard terms and conditions. Purchase Orders will be placed once there is sanction from purchase committee.
4. Panel of Vendors : Appointment of Vendors based on their performance like response to the queries, Timely supply, adherence to the terms and conditions, etc. Vendors will be reviewed every five years based on their performance.
5. Negotiation: While empaneling a supplier panel, Purchase committee will negotiate and fix a flat discount structure to be followed.

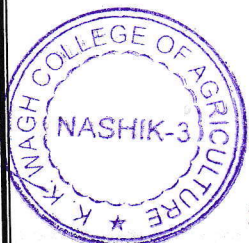


6. Special supply: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.
7. Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities.
8. Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed.
 - a. Price Proof: Accepted Price Proof are Signed & Stamped by supplier
 - b. Distributor's invoice to supplier,
 - c. Print out from the publishers catalogue Photocopy from Publisher Catalogue
 - d. For some Indian publications, price mentioned on the title

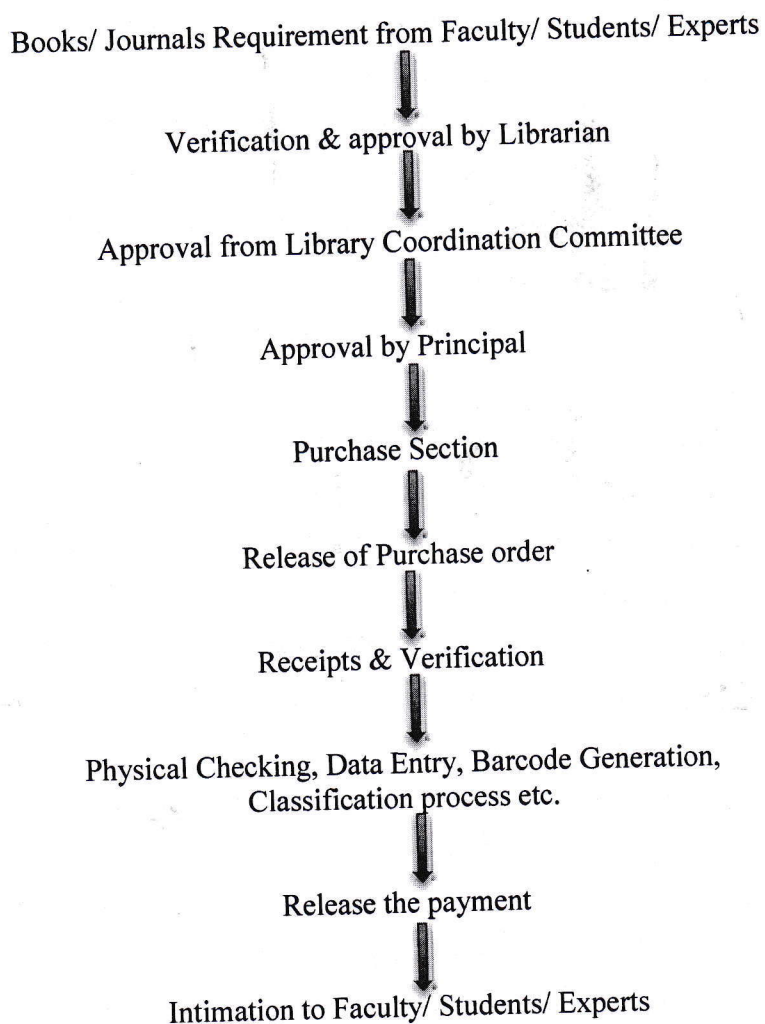
Alternatively, the Library also cross verifies the prices from the publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

4.2 Terms and conditions for Vendors

1. Supplier should supply books within 4 weeks from the date of order for Indian Books & within 6 to 8 weeks in case of foreign books.
2. Good Office Committee (G.O.C) rates are applicable. Rate prevailing on the date when books are finally selected /order placed by the undersigned.
3. Supplier should give feedback report in writing within a month from date of order in case of non-availability of books. Supplier should specify whether the book is not available or the book is out of print.
4. Discount rate as per Quotation.
5. Supplier should supply books of the latest edition.
6. Price Proof should be given in case of foreign books.
7. Billing should be made department wise (Dept./Sub.-wise)
8. Books Delivery at college site.
9. If books are not supplied within the delivery period then penalty will be imposed on the vendor as quoted in the order.
10. Billing should be made separately for imported books & Indian books.
11. Prices are inclusive of taxes.



4.3 Book/Journals Procurement Process Workflow:



5. Circulation Section:

The 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. Efficient functioning of Circulation Desk leaves a lasting impression on the user. Major Activities of the Section are:

- a. Issue and returns of Learning Resources (Primarily Books/ Journals)
- b. Attending the users query for effective follow-up of library rules and regulations.
- c. Registration of new members.
- d. Maintenance of "Circulation Module" of Library Management Software
Maintenance and updation of all data related to library users
- e. Sending Reminders to overdue documents users



- f. Correspondence & No Due issuing
- g. Library Orientations/Information and Digital Literacy
- h. Assisting the users for accessing OPAC and Reference
- i. Managing Counter Operations during Weekends/Holidays

5.1. Issue/Return procedure

Issue/Return of library materials is also an important task. Proper sequence of activities to be followed while issuing and receiving the books. It is summarized as follows:

5.1.1. While Issuing Book:

- Through checking of the book done for any damage by the users
- Ensure that the user writes and signs on the Book card
- Enter details to create database
- Handover the books to the user

5.1.2. While receiving the books:

- Through checking of the book for any damage & levy the fine if applicable for late / tearing of page
- Check Due dates for necessary action
- Cancel the entries from user Account in library Software
- Cancel the entry in Book Card
- Send them to Stack for Shelving

5.1.3 Issue / Return Days

- Daily issue/ return to all staff and students

5.2 Borrowing entitlements for faculty/Students/Admin

All the students, faculty members and staff of the institute are entitled for the membership of the library. Their entitlement, in terms of numbers of books they can borrow and the permissible loan period are given below:

Sr. No.	Description	Max No of Books to be issued one time	Period
1	Teaching Staff	12 Books	One Semester
2	Non-Teaching	7 Books	One Semester
3	First Year students	2 Books	7 Days
4	Second Year students	2 Books	7 Days
5	Third Year students	3 Books	7 Days
6	Final Year students	3 Books	7 Days



5.3 Documents Issue Rules

5.3.1. Books that can be borrowed:

1. Books from the shelf
2. Reference books can be borrowed only for reading room
3. Book CDs can be borrowed from the library.

5.3.2. Documents that cannot be borrowed:

1. 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.
2. Practice School and Project work Reports can only be read in the library.

6. Library other facilities

6.1. Photocopying Services

The Central Library provides a photocopy facility to the faculty & students of the Institute on paid basis but concessional.

6.2. Collection of general reading books

Central Library has a good collection of general reading books in Marathi or English Languages. *Granth Peti Yojana* by *Kusumagraj Prastisthan*, Nashik is also available in Library.

6.3. News display section

Library displays publications and News related to academics/ happenings on display board

7. Stock Verification and Procedure to Write off Books

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

The verification has to be carried out by a team of members appointed by K. K. Wagh Education Society and the library staff will assist the verification team.



7.1. Procedure for write-off

1. List the documents not found during stock verification
2. 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)
3. Prepare pre-final list of the documents not found and publicize
4. Compile a final list of documents not found
5. Compare with the list of earlier stock verification to identify common entries
6. Compare losses with borrowing/ consulting / photocopying statistics
7. Put up the list of common entries to the verification & Write-off 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.)
8. Obtain approval from the committee appointed for the purpose.
9. Obtain approval from the Competent Authority
10. Make necessary entries in the accession register, write-off register
11. Remove records from databases / total Investments
12. Close file.
13. Improve the system with additional precautionary measures

8. General Rules & Regulations

1. While availing library facilities students should scan the I card for in and out.
2. Students have to submit a library card while borrowing a book.
3. Only two books will be issued at a time & the books issued on library card, should be returned within 8 days. After the stipulated period fine of Rs 1 will be charged per day
4. Students are advised to check the book issued to them before leaving the counter.
5. Book from reference section should not be taken out of the library. It should be referred to in the reading room only.
6. Periodicals, Reference Book and Rare Books will not be loaned except under special circumstances with the prior permission of the Librarian.
7. Silence should be maintained in the library; otherwise strict action will be taken.
8. Library material should be handled with care.
9. Library Books damaged by the user shall be replaced or its cost shall be paid by the users.
10. If the students loses his / her library borrower cards or I card, she/ he will be charged Rs.25 for new library card Rs.100 for new I- card



11. If the date of return is a holiday the book should be returned on the next working day.
12. Xerox /photocopying facility is available on demand.
13. All library books shall be returned before the start of next semester.
14. Eatables are not allowed in the library.
15. Group discussion is not allowed in the library.
16. Use of digital library facility only for study purpose

9. User Services

Monday to Saturday: 9.30 a.m. to 7.00 p.m.

Sunday & Holidays: Remain closed.



Coordinator



Principal

**K.K.Wagh College of Agriculture
Saraswatinagar, Panchavati, Nashik**

