

**STRUCTURE OF CENTRAL LIBRARY STAFF**  
**(Actual Status and Filled Post)**

S. No	Designation	Prescribed Qualification	Work Experience (In year)	Post Sanct.	Post Filled	Post vacant.
1	Prof. In-Charge/Director-Library	1.Master Degree (Professional) 2. Ph.D. in any stream 3.Research Exp./Adm. 4. Research Publications-10	25	01	01	0
2	Librarian	1.Master Degree (Professional) 2. Ph.D. in any stream 3. Professional Ex. 4. Research Publications-05	20	01	01	0
3	Deputy Librarian	1.Master Degree (Professional) 2. Ph.D. in any stream/Pursuing 3. Professional Ex. will be given priority.	15	01	01	0
4	Information Scientist	1.Master Degree (Professional) 2. Ph.D. in any stream/UGC NET 3. Professional Ex. with Diploma of Computer Application and will be given priority.	15	01	01	0
5	Assistant Librarian	1.Master Degree (Professional) 2. Ph.D. in any stream/ Pursuing 3. Professional Ex. will be given priority	5	04	02	02
6	Professional Assistant	1. Bachelor Degree (Professional) 2. Professional Ex. will be given priority.	03	04	01	03
7	Library Assistant	1. 12 <sup>th</sup> (Professional) 2. Professional Ex. will be given priority.	02	04	02	02
8	Book Binder	1. 8 <sup>th</sup> 2. Professional Ex. will be given priority.	01	01	01	0
9	Library Attendant	1. 8 <sup>th</sup> 2. Professional Ex. will be given priority.	01	04	01	03

## **1. Introduction:**

The library is located on the second floor of “Sardar Vallabh Bhai Patel Bhawan” near Pragyeshwar Mahadev in the picturesque surrounding of the university.

The University library has a tremendous collection in various disciplines of science, spirituality and humanities. Services such as lending of books and journals, reading halls, reprographic facilities and bibliographic reference and information are rendered by the library. Library also consists of varied collection of books on Philosophy, Human excellence, life-management, Personality development, Autobiographies and vivid other interesting subjects.

## **2. Vision:**

Unite contemporary education with spiritual training to cultivate well-rounded, competent and personally uplifted graduates, who possess a scientifically grounded understanding and experience of spiritual transformation and a powerful drive to use their gifts to promote the greater good of society.

## **3. Mission:**

The motto statement of the University is hence aptly framed as ‘A University for the Global, Cultural & Spiritual Renaissance’.

1. Confluence of traditional education with science and spirituality
2. Creation of devoted, righteous and learned students
3. Infusion of scientific spirituality into life style
4. Creation of citizens well-endowed with nationalistic ideals
5. Guiding future leaders by developing human values and oneness towards all.
6. Conducting conventional research in non-conventional disciplines.
7. To support all above point 1-7 for teaching, learning and research with state-of-the-art information that complements, education, reflective thinking and development of thoughts.

## **4. Library Rules & Regulations:**

The rules & regulations for the library which will be the policy set out the principles guidelines for the development of quality library collections that meets the information needs of a dynamic community. The policy will insure that the quality of the collection is maintained through consistency in selection & de-selection processes & process of continuous evaluation.

Students, research scholars, staff of the DSVV are eligible to access and used the library by following library rules & regulations but to check out library resources one will need to become a library member. Visitors from different academic institution & research scholars recommended, which are studying in other Universities are also welcome to use the library with prior permission, intimation from the competent authority. Our Alumni students and staff will be also users and members of this library.

### **4.1 General Rules:**

- Library is a temple of knowledge, books are idol and reading is regarded as adoration. So kindly maintain its dignity.
- Keep the ID card while entering the library.
- Except books and note book, all other belongings are kept at the property counter.
- Readers are requested to keep silence in the library.
- Sleeping, eating & talking loudly are strictly prohibited in the library.
- Defaced by marking with pen & pencil, folding is strictly prohibited.
- Reference books, thesis, dissertations, journals, magazines & newspapers from library are not to be issued.
- Don't fold the pages of books for photocopying, write down the page no in a slip for photocopying.
- Leave the book in the table after reading.
- Boys and girls are requested to sit at their respective seat.
- Switch off the tube light and fan if not required.
- A suggestion box is available within the library for your suggestions.
- Use of check in and out machine is must for every users of the library.
- Issue the book yourself. If you issue it on someone else's card, it will be confiscated and it will be returned only after depositing a fine Rs. 50/-

## 4.2 Circulations Rules:

- Books from textbook section can be issued & not from reference, thesis, RTB and periodical section.
- Kindly show the Issue books and slips to the Security Guard / Lib Staff and then only take the book outside the library.
- Lost or damaged (e.g. torn, missing pages, loss of binding and wet book etc.) patron has to pay book price with 20% of the book and Rs.50/- as maintenance penalty.
- If a document having multi volumes, one volume lost than after entire volume cost will be recovered for the lost document if it is a part of multi volumes/issue set.
- Issued books can be recalled any time in case of an urgent demand.

The following no. of books are issued to the members from Library –

Sr. No	Students/Members	No. of Books	Days	Fine/day
1	Undergraduate	4	30	1.00
2	Masters	5	30	1.00
3	Researchers	6	30	1.00
4	Teaching Staff	6	150	1.00
5	Non-Teaching	2	30	1.00

The fine will be charged Rs.1 per day/book after the above mention days. Receipt can be taken from the account office for this purpose. The fine may be decrease / concession after the permission of competent authority.

## 4.3 Inter Library Loan:

Dev Sanskriti Vishwavidyalaya is member of the library consortium that is called DELNET. The student and research scholar may access their literature through this consortium facility.

## **5. Library Users/Clients:**

This library provides collections access and services to the following users/clients groups:

- Students
- Research Scholars
- Faculty & Staff
- Outsiders Research Scholars & Visitors with prior permission
- Alumni

## **6. University Librarian: Role & Responsibility**

The university librarian shall be the head of the central library management structure under the Professor In-Charge/Director-Library. He shall be the overall authority of central library management & department.

- Monitor & control the library with proper utilization of library budget & supervised the all activities of library with proper guidance to the library staff.
- Disseminate information regarding online database, journals & books available to the academic community, research scholar as also to its subscription.
- Prepare the budget to the university library for consideration in the library committee.
- Obtain feedback from the library user & help resolve of their grievances, if any.
- To respect staff & student while speaking to them & co-operate with the authorities with the dignity of the profession.
- If the University Librarian is not available in the university or on a long leave, the charge may be handover immediately to the Deputy University Librarian for the purpose to look after the management and doing all activities, functioning of day to day library management of university central library in his/her absence under the direction of Professor In-Charge/ Director-Library.
- To perform any such duty when allotted by the higher authority.

## **7. Constitution & Role of the University Library Committee :**

7.A - Constitution of Library Committee consists of

S.No	Members	Status
01	Vice Chancellor	Chairman
02	Pro Vice Chancellor	Observer
03	Registrar/ Finance Officer	Member
04	Dean (Academic, Schools & Faculties)	Member
05	Univ. Librarian/ Director-Library	Member Secretary

7.B - Role of Library Committee :

The above library committee shall advice the university& guide to the university librarian to follow the following matters & instructions-

- Monitoring library budget & its control.
- Monitoring the usages of the digital library.
- Considering any matter referred to it by the academic council.
- In the management of central library with special reference to the online access & manual services rendered to the users.
- Undertaking periodic review of the library & make recommendations for improvement timely.
- Considering, the recommendations given by the HODs, Directors, Coordinators, Deans & faculty members for updating the collection of university central library & enhancing the budget for this.

## **8. Guidelines for accepting donated books :**

- Donors are requested to ensure that before sending the books, they should contact to the library for donating their books. The acceptance of donations will be at the discretion of university authority.
- If the number of books is unusually large, the university central library helps the donors with the listing of the books to be donated. Accepted gifts become the property of the university.
- While welcoming all donations, the university has to ensure that such donations contain course related books and are of academic interest.

## **9. Periodical (Journals/e-Journals & Magazines):**

- The department and faculty wise list of print & e-journals are compiled & forwarded to the respective HODs before placing them in the library committee meeting.
- For renewal of previously subscribed journals/e-journals & magazines, their usage statistics will be reviewed for continue or discontinue them.
- New required journals/ e-journals and magazines will be subscribed calendar year wise.
- Previous journals/ e-journals/ magazines, standards/ acts issues etc. will be subscribed / purchased as and when required.

## **10. Weeding out process :**

- The library team identifies old & obsolete titles for the weeding out process, that are not use the last five year period.
- The library team will then prepare a list of old and obsolete title not used since last five year.
- The list will be circulated to concerned dept., the list gets approved by library committee.
- The approved will be withdrawn from live collection & placed for pick up by users free of cost for their academic use.
- For the remaining titles library will be take the financial approval from competent authority before disposal as junk paper.

### **11. Membership for the Library :**

- Library will provide membership on the basis of issued ID cum Library card by the university to all bonafide students, teaching & non-teaching staff members of Dev Sanskriti Vishwavidyalaya, Haridwar.
- At the ending of final semester students will take no dues certificate returning their ID cum Library card to the issuing authority.

### **12. Factors that affect the access of the library & its resources:**

- Library rules
- Library Infrastructures
- Way of disseminating the current affairs & information
- Availability of sufficient books or learning material
- Level of encouragement & technique for sharing material
- Availability of innovative resources, content & information

### **13. High impact practices (HIP) of Library :**

- Each & every university central library may be decoded as a reservoir of books & information. However, before considering any means or method, factors influencing the use of library & their resources must identified to make the best choice of to use the best method. High impacts practices are to boost in enrich connectivity with students & faculty as partner and contributors.
- Hence the libraries plan/scheme to promote self-learning through effective material and advance facility available in the library to greatest possible extent. It is very important to realize the importance & potential of the library. Each & every aspects have been considered by library authority timely & taken permission from controlling authority to established HIP norms in the central library.



#### **14. Competitive magazines, newspapers & yearbooks Selection & subscription**

- The department and faculty wise list of print & e-journals are compiled & forwarded to the respective HODs before placing them in the library committee meeting.
- For renewal of previously subscribed journals/e-journals & magazines, their usage statistics will be reviewed for continue or discontinue them.
- New required journals/ e-journals and magazines will be subscribed calendar year wise.
- Previous journals/e-journals/magazines, standards/ acts issues etc. will be subscribed / purchased as and when required.
- The different magazines, journals, yearbooks and newspapers may be subscribed time to time according to the need of students, researchers & academicians. It may be decreased or increased according to budget and university policy for the library.

#### **15. Library Hours:**

- Monday - Saturday 8.00 AM To 8.00 PM (In two shifts)
- Sunday & Other Holiday 09.00 AM To 5.00 PM
- Summer & Winter Vacation 09.00 AM To 5.00 PM

(As per Academic Calendar)

Note - Library is fully closed on Republic Day, Vasant Panchmi, Maha Shivratri, Holi, Ram Navami, Id, Gayatri Jayanti, Guru Purnima Independence Day, Vijay Dashami, Dipavali and Christmas.

#### **16. Conclusion:**

The lastly goal of the central library is to enhance the academic & professional development of the futuristic shape of every students, researchers & academicians.