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Title	Amendments	Clause No	Rev. No Nil
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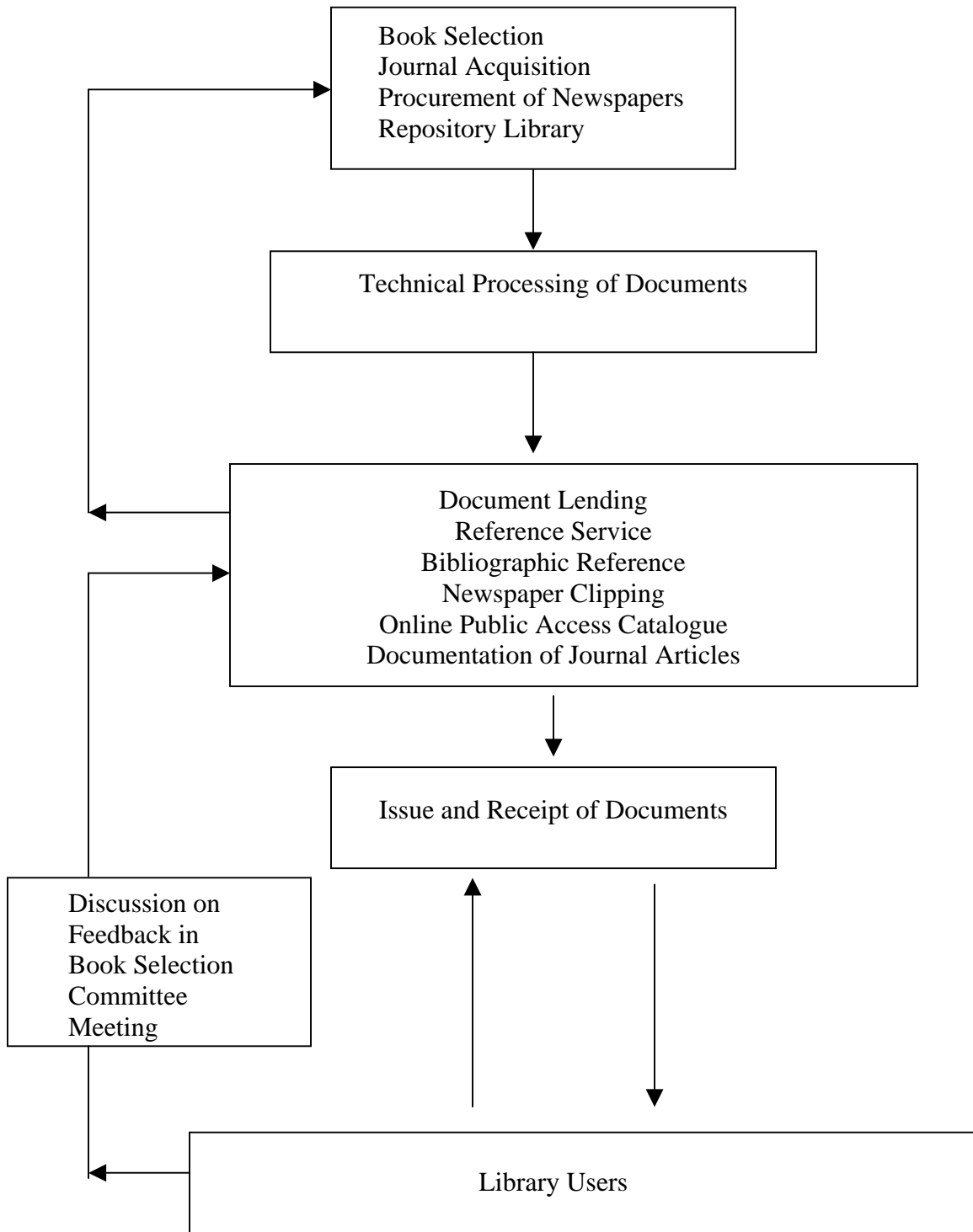
Amendments

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Title	Flowchart of activities	Clause No	Rev. No Nil
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Flowchart of Library Activities



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Title	Objectives	Clause No	Rev. No Nil
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OBJECTIVES

No	Activity	Target	Remarks
1	Book Selection	1000 documents to be added	
2	Technical Processing of documents	Circulate new addition list each month	
3	Acquisition of Journals	25 articles documented per month	
4	Procurement of Newspapers	Weekly newspaper clipping list	
5	Issue and receipt of documents	Update record of the user	
6	Repository Library	Add 50 documents every month	

MIS Parameters

Sr. No	Item	Target For the year	Achievements	Remarks
1	2	3	4	5
			Total	
1	Books	1000		
	Purchased			
	Gratis			
	Repository	600		
2	Members			
	Guest Membership	20		
	Participant Members	1000		
3	Issuance			
	Check In	500		
	Check Out	500		

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Title	Introduction	Clause No	Rev No. Nil
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The YASHADA library seeks to select, acquire, preserve and disseminate the documents and information useful for trainers, trainees, faculty members, researchers and staff. Internet facilities are also made available in the library. For the convenience of the library users, library is kept open late in the evening.

Recently, the Government of Maharashtra designated the YASHADA library as a **State Repository Library** for their publications.

This manual presents the **Quality Management Procedures** for the Academy's library. The basic library functions are divided into five sections like **Selection of documents, Technical processing of documents, Journal acquisition and process, Newspaper acquisition, Issue and Receipt of documents.** All procedures are presented with respect to specific activities and responsibilities so as to have clarity of purpose.

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Procedure for : Selection of Books	Clause No	Rev. No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Purpose: -To define time frame for the selection of books by the faculty / staff

Scope: - Select books and other documents to add in the library collection from local and other vendors

Responsibility: - Librarian & Asst. Librarian

Activities: - A. The time frame for entire activity would be 8 weeks.

Sr. No	Activities	Time frame	Responsibility
1	Visit to different bookshops in Pune city, (if possible with faculty.)	1 st , 2 nd , 4 th & 5 th Week	Librarian
2	Receive books on approval a) Check against the existing catalogue for duplication b) Return duplicate book/s to the vendor c) Obtain receipt of returned books from the vendor d) Put unique code number for each vendor, approval memo number and date on each book received	3 rd & 6 th week	Assistant Librarian
3	Prepare subject wise list for circulation for circulation among the faculty members	6 th Week	Assistant Librarian
4	Send circular along with list to faculty for their suggestions for purchase	7 th Week	Assistant Librarian
5	Display books for selection by the faculty and staff	7 th Week	Assistant Librarian
6	Arrange meeting of faculty for selection	7 th Week	Librarian
7	Call for recommendations	7 th Week	Librarian
8	Scrutinize recommendations	7 th Week	Librarian
9	Prepare final list for approval	8 th Week	Librarian
10	Send note for approval	8 th Week	Librarian
11	Receive approval from the authority	8 th Week	Librarian
12	Call invoices bills for approved books	8 th Week	Assistant Librarian

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Title	Procedure for : Selection of Books	Clause No	Rev. No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Activities: - B. For the books purchased or recommended for urgent purchase by the faculty

Sr. No	Activities	Time frame	Responsibility
1	Receive purchased documents / recommendation for urgent purchase from the faculty /staff/ member	Process documents from 21 st – 24 th of every month	Librarian
2	Check availability of documents, if yes, send note for approval of the authority		

Reference Documents: -

1. Book Selection Committee Policy Circular
2. List of Approved Vendors with their library codes

Records :-

1. Approval Memo File
2. Catalogue of Library
3. File 'CIRCULAR' to the faculty
4. Sanction File

M.I.S. Parameters :-

1. Organizing complete procedure in a given time frame.
2. Avoiding duplication unless demanded
3. 100 books in each month
4. Amount spent against budget available
5. Minimum 75% selection by the faculty members.

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Title	Procedure for : Technical processing of books	Clause No	Rev.No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Purpose :- Technical processing and classification of books.

Scope :- To complete internal technical procedure for acquired documents and keep them ready for circulation.

Responsibility :- Librarian

Activities :-

Sr. No	Activity	Responsibility
1.	Receive the books acquired.	Sr. Lib, Lib, Ass. Lib.
2.	Check the price on the bill vs. the book	Asst. Librarian
3.	Inform the difference in price to Librarian, if any.	Asst. Librarian.
4.	Send the bill and the books in a proper sequence (as in the bill) for accession	Asst. Librarian
5.	Complete entries in accession register	Librarian
6.	Put the accession number on the title page and selected pages 50,100 etc and on 3 to 4 pages at random.	Librarian
7.	Classify according to the existing classification system of Dewey Decimal Classification Scheme Ed. 19 th with local Variations.	Librarian
8.	Put the class number on the title page and in the accession register in Pencil only.	Librarian
9.	Process computer catalogue entries	Sr. Librarian
10.	Put due date slip, rubber stamp of academy, and pocket on the book.	Library Attendant
11.	Generate barcode label of the corresponding accession number and attach the barcode label on the book.	Asst. Librarian.
12.	Write book card	Asst. Librarian

• **Duration for completion of activities – one week**

13.	Display the book on the New Arrival /Display Stand for 15 days.	Asst. Librarian
14.	Book may be issued to the user after minimum 5 days on display rack.	Sr. Librarian, Librarian, Asst. Librarian
15.	Place the book in its proper place as per the classification on the shelf after 15 days.	Asst. Librarian
16.	Note the accession numbers on the back of the bill on the certificate for payment	Asst. Librarian
17.	Submit the Blue / White form for the accounts section to enable payment.	Asst. Librarian
18.	Record cheque /DD details in the Library Purchase Register and send the cheque or handover it to the concern agency and get due acknowledgment.	Asst. Librarian
19.	Send receipt to Accounts Section	Assistant Librarian

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Title	Procedure for : Technical processing of books	Clause No	Rev.No
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- **Expected duration of completion - one week**

Reference Documents:-

1. Dewey Decimal Classification Schedule Ed.19
2. Copy of local variations in Dewey decimal classification.
3. Instructions for generating barcode

Records: -

1. Sanction/ approval note file
2. Bill / invoice file
3. Accession Registrar (Purchase)
4. Accession Registrar (Gratis Books)
5. Video CD registrar
6. Book Purchase B/W file O/C
7. Purchase Register/ Invoice register
8. Due Date Slip
9. Book Card
10. Blue /White Form

M.I.S. Parameters

1. Completing procedure from accessioning to display of book on rack within 2 weeks.
2. Time taken for payment to vendors (within 30 days) from the date of receipt of bills to actual delivery of cheque / DD
3. Number of books accessioned per day/ in a month (100) Books.
4. 4. Minimum 3 key words per document for catalogue entries.
5. 100% consistency and accuracy in classification.
6. 100% correct checking of price on bills.
7. Barcode to every document.
8. Every document catalogued.
9. Up to date catalogue entries.

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Title	Procedure for Acquisition of Journals	Clause No	Rev. No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Purpose: - To acquire Journals and Periodical Publications

Scope: - To purchase and display Journals and Magazines for the use by library users

Responsibility: - Senior Librarian

Activities: -

Sr. No	Activity	Time Frame	Responsibility
1.	Collect and call recommendations for new journal titles to be subscribed for next year.	1 st week of October	Senior Librarian.
2.	Send note for approval for the next year.	2 nd week of October	Senior Librarian
3.	Call for invoices for continuation of subscriptions.	2 nd Week of October to 1 st week of December	Assistant Librarian.
4.	Process invoices and bills for journals for accounts section to enable payment.	1 st week of December onwards	Assistant Librarian.
5.	Record cheque /DD details in the Library Purchase Registrar and send the cheque or handover it to the concern agency and get due acknowledgment.	1-4 weeks of December.	Assistant Librarian.
6.	Ensure renewal process through computer.	1 st week of January	Senior Librarian
7.	Receiving the journals/ magazines	Weekly/ Monthly/Quarterly/half yearly/ yearly	Assistant Librarian
8.	Make entries in the computer.	Same day of the receipt of the issue.	Assistant Librarian
9.	Give computer control number on each issue.	Immediately after the entry	Assistant Librarian
10.	Mark and document important articles for documentation.	Same day of receipt	Senior Librarian
11.	Display Journals in pre determined sequence.	Next day of receipt.	Assistant Librarian
12.	Send reminders for non receipt of Journals/	Within 15 days from its due date.	Assistant Librarian
13.	Remove back issue for binding when volume is complete or after one year.	First week of February	Assistant Librarian

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Title	Procedure for Acquisition of Journals	Clause No	Rev. No
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Reference Documents:

1. List of subjects for documentation.
2. Year wise list of Journals subscribed with address, subscription amount etc.

Records:

1. Journal subscription file
2. Instructions for entries in computer
3. Stray issues register

M.I.S/ Parameters

1. Timely actions in all activities
2. Current display of Journals
3. Documentation of minimum 25 articles in every month.

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Title	Procedure for: Acquisition of Newspapers	Clause No	Rev. No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Purpose:- To acquire daily news papers for the use of library users

Scope :- To acquire newspapers from the local vendor for

- a. Library
- b. Hostel
- c. Others

Activities:-

Sr. No	Activity	Time Frame	Responsibility
1.	Prepare list of Newspapers to be received at Library, Hostel.	1 st week of December	Assistant Librarian
2.	Send a note for approval by the concerned.	2 nd week of December	Senior Librarian
3.	Send a letter to the local newspaper vendor for the supply of news papers as approved	3 rd week of December	Senior librarian
4.	Mark the daily attendance of newspapers in newspapers attendance register.	Daily before 9.45	Library Attendant
5.	Display the papers	Daily before 9.45	Library Attendant
6.	Check daily attendance of papers	Daily before 10.00	Senior Librarian
7.	Check marked sections for cuttings.	Daily	Librarian / Senior Librarian
8.	Store old news papers in sequence	End of the day	Library Attendant
9.	Obtain certificate for receipt of news papers from the concerned persons	Before 10 th of every month	Assistant Librarian
10	Process bill to enable accounts section for payment	Between 10 th to 15 th every month	Assistant Librarian
11.	Record cheque /DD details in the Library Purchase Register and send the cheque or handover it to the concern agency and get due acknowledgment.		

Reference Documents:-

1. Reference note for newspaper requisition
2. Address with phone number of local vendor
3. List of topics for newspaper clippings.

Records :

1. Newspaper clipping files

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Title	Procedure for: Issue and Receipt of Documents	Clause No	Rev.No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Purpose: To issue and return documents to the users

Scope: The users of the library in the academy

Activity:

I-Document Delivery

Sr. No	Activity	Time Frame	Responsibility
1.	Help in locating document	Respond time maximum 30 minutes	Assistant Librarian
Issue / Check Out			
2.	Put due date stamp	Within 5 minutes	
3.	Scan bar code of the document		
4.	Show documents on name to the user on demand		
5.	Put book cards in sequence		
Return /Check in			
6.	Scan Barcode for return	Within 10 minutes	Assistant Librarian
7.	Generate reminders for overdue & Unreturned books	Once in two months	

II-Shelving

11.	Shelving of return documents	Within one working day	Assistant Librarian
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III- Membership Cancellation

Sr. No	Category	Activity	Time Frame	Responsibility
1	Guest Member	Receive application form for cancellation of membership	Three days	Assistant Librarian
2		Check dues on the name of the user		
3		Prepare no dues certificate		
4		Attach original /copy / deposit receipt		
5		Submit Blue/White form to accounts section to enable the payment		
6		Record cheque /DD details in the Library Purchase Registrar and send the cheque or handover it to the concern agency and get due acknowledgment.		
7		Cancel entries in computer and in register.		

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Title	Procedure for: Issue and Receipt of Documents	Clause No	Rev.No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Reference Documents:

1. Library Rules
2. Office note for course with participant list
3. Appointment letter

Records:-

1. Membership register
2. Membership application forms
3. Receipt book
4. Amount Deposited in A/c section Registrar
5. Document shelving schedule- check list

M.I.S. Parameters: -

1. Timely action
2. Shelving of books on the same day

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Title	Procedure for: Repository Library	Clause No	Rev.No
Document No	YASHADA/S02/LIB	6.3	Nil Date

Purpose: -To define procedure for Repository Library

Scope: - Documents received for Repository Library

Responsibility: - Senior Librarian

Activities: -

Sr. No	Activities	Time frame	Responsibility
1	Establish communication with Government Department to forward their documents to the State Repository Library	Every month	Senior Librarian
2	Receive documents for repository library	As and when received	Assistant Librarian
3	Classify and register documents in the special accession register for repository library		Senior Librarian
4	Put label of repository library and other necessary stamps.		Library attendant
5	Preserve it in the repository library section	On the same day	Assistant Librarian
6	Receive demand for photocopy of document available in the repository library		
7	Confirm the availability		
8	Calculate the charges for photocopying		
9	Ask for and receive the amount required		
10	Send relevant document / part of the document for photocopying		
11	Prepare receipt of the amount received		
12	Send document and receipt to the concerned by register post/ hand delivery or book post as required by the client		

Reference documents:

1. Government Resolution: - YASHADA 2004/333/ Case No 63/04/12- A dated 6th September, 2004

Records:

1. Accession register for Repository Library
2. Correspondence regarding repository library- File
3. Repository library file

MIS Parameters:

1. Number of books received for repository library in a month

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Title	Book Suggestion Slip	Clause No	Rev.No
Document No	YASHADA/S02/LIB/Form No. 1	6.3	Nil Date

LIB-ISO/Form No 1

Book Suggestion Slip	
<p>To, Librarian YASHADA</p> <p>Following book / books are suggested for purchase our library. The information about the book/s is as follow:</p> <p>Author:</p> <p>Title:</p> <p>.....</p> <p>Publishers:Price:</p> <p>Suggested By</p> <p>Department</p> <p style="text-align: right;">Name Designation</p>	

Prepared by	MR	Approved by	DG
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Title	Sanction Note	Clause No	Rev.No
Document No	YASHADA/SOP/LIB/Form No. 2	6.3	Nil Date

LIB-ISO/Form No.2

SANCTION NOTE

Submitted:

Enclosed here with please find a list of (Number of Books/ Documents) documents recommended for purchase by the faculty members/ officer/staff/course participant/ library member etc.

The approx cost of these documents is Rs.....(Rs..... Only)

Submitted for the kind sanction for payment please.

Librarian

OIC Library

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
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Title	Catalogues of Publisher	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 3	6.3	Nil Date

LIB-ISO/Form No.3

LIB Date:
To,
<u>Sub:</u> Catalogues of latest publications.
Sir,
YASHADA is an apex training institute of Maharashtra for training Senior Officers of the State. The academy houses a prestigious library on various topics like Development Administration, Disaster Management, Panchayat Raj, Rural Development, Management, Environment, and Human Resource Development etc.
You are requested to send a catalogue of your latest publications for our information and also keep our name on your mailing list.
With regards,
Yours sincerely
Librarian

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
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Title	Enquiry of Publications	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 4	6.3	Nil Date

LIB-ISO/Form No.4

LIB Date:
To,
Sub: Enquiry of availability of publication
Sir,
We would like to purchase following titles if readily available with you. Details of the book / books are as follows:
01.
02.
03.
04.
Please send a Proforma invoice along with the special library discount at the earliest.
Thanking you,
Yours sincerely,
Librarian

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
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Title	Order of books	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 5	6.3	Nil Date

LIB-ISO/Forma No.5

LIB Date:
To,
Subject: Order of books
Ref: Your approval memo/ Invoice No. Dated.
Sir,
Kindly supply us the books mentioned in the enclosed list. You are also requested to arrange to collect books, which have not been approved.
Please send a bill in duplicate.
Thanking you,
Yours sincerely,
Librarian
Encl: List of books.

Prepared by	MR	Approved by	DG
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Title	Order of books	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 6	6.3	Nil Date

LIB-ISO/Form No.6

LIB/. /YASHADA Date:
To,
Sub: Order of books / documents
Ref:
Sir,
We would like to purchase following documents / books available with you. Kindly send the books by registered post / personally along with the bill in duplicate for payment.
Thanking you,
Yours sincerely,
Librarian

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
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Title	Payment	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 7	6.3	Nil Date

LIB-ISO/Form No. 7

LIB
DATE:

To,

Subject: Payment of Rs...../-
Reference: Your bill/Invoice No....dated.....

Dear Sir

Please find enclosed here with a Demand Draft/ Cheque No../.../..., for Rs...../- (Rupees) drawn on the Saraswat Co-operative Bank Ltd. Pune towards full / part settlement of your bill/ invoice No..... dated... .

Please send a stamped receipt for our record at the earliest.

Thank you,

Yours sincerely,
Librarian

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Office note for newspapers	Clause No	Rev.No
Document No	YASHADA/S02/LIB/Form No. 8	6.3	Nil Date

LIB-ISO/Form No.8

LIB –II/140../NP
Date:

Office Note :

M/s. Shelke Brothers Newspapers Agent Aundhgaon, Pune has supplied newspapers to Hostel / DG/ DDG for the month of.....

The bill in duplicate is received for the said period for Rs...../-

(Rs.....)

Please certify on the reverse side of the bills, that the newspapers have been received in the DG's residence/ DDG's residence/YASHADA Hostel /.....on time and have been used personally /by participants. Please also certify that the amount mentioned in the bill is correct.

Senior Librarian

Prepared by Sign Date	MR Sd/- xxx 23/07/2010	Approved by Sign Date	DG Sd/- xxx 25/07/2010
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Title	No Dues Certificate	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 9	6.3	Nil Date

LIB-ISO/Form N . 9

LIB-II/
Date:

NO DUES CERTIFICATE

This is to certify that Shri./ Smt. has returned all library books/ due from him/her. His/Her library account No..... shows no dues on his/ her name.

Copy to

Senior Librarian

Registrar, YASHADA

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Title	Daily schedule of shelving	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 10	6.3	Nil

LIB-ISO/Form No.10

Daily Schedule for Shelving of Books

Month.....

Responsibility: - Assistant Librarian

Date	Book shelved	Assistant Librarian	Senior Librarian	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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20				
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24				
25				
26				
27				
28				
29				
30				
31				

Prepared by	MR	Approved by	DG
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Date	23/07/2010	Date	25/07/2010
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Title	Daily newspaper attendance	Clause No	Rev.
Document No	YASHADA/S02/LIB/Form No. 11	6.3	dt. Nil

LIB-ISO/Form No. 11

NEWS PAPER RECEIPT SHEET

Date	Times of India	Economic times	Indian Express	Financial Express	Maharashtra Herald	Maharashtra Times	Lokmat	Loksatta	Kesari	Sakal	Pudhari	Samna	Navakal	Hindu
1														
2														
3														
4														
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Total														

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010

Title	Library MIS Format	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 12	6.3	Nil Date

LIB-ISO/Form No.12

File No LIB-II/120.. /MIS

YASHADA –C-MIS- DATA REPORTING PERFORMANCE

Reporting Item – Library

Table No Lib- XI

Report for the month ending

Sr. No	Item	Target For the year	Achievements		Remarks
1	2	3	4		5
				Total	
1	Books				
	Purchased				
	Gratis				
	Repository				
2	Members				
	Guest Membership				
	Participant Members				
3	Issuance				
	Check In				
	Check Out				

Senior Librarian

To,
OIC, Library

Copy to:
CIT for compilation:

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
YASHADA		Page No 27	

Title	Guest Membership Form	Clause No	Rev. No
Document No	YASHADA/S02/LIB /Form No. 13	6.3	Nil Date

LIB-ISO/Form No.13

File No: LIB-III/250.../Membership		
Yashwantrao Chavan Academy Of Development Administration Raj Bhavan Complex, Baner Road, Pune- 411 007		
To, OIC, Library YASHADA Pune -7		
Subject: Guest Membership to YASHADA Library		
Sir,		
1. I, the undersigned, wish to become a member of the YASHADA Library. I agree to pay the deposit and the Library fee.		
	Deposit (Refundable)	Annual Fee (Non – refundable)
a) Maharashtra Government Officer / Other	Rs. 200/-	Rs. 250/-
2. If I am allowed membership, I agree to abide by the rules of the library.		
Thanking you,	Yours faithfully, (Signature)	
NAME	DESIGNATION:	
Whether Maharashtra Government	Yes	No
The date of retirement:		
Address :	Official	Residential
Telephone No :	:	:
Recommended by :		
Senior Librarian	OIC, Library	
For YASHADA Library use only		
Membership No.....	Payment details for deposit	
	Receipt No.....	Date.....
	Amount Rs.....	

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Membership Cancellation Form	Clause No	Rev.No
Document No	YASHADA/S02/LIB/Form No. 14	6.3	Nil Date

ISO-LIB/Form No.14

Date :
To,
OIC, Library
Subject : Cancellation of Library Membership
Reference : Membership No...
Respected Sir,
I wish to cancel my Library Membership. The receipt of the deposit paid is enclosed / not enclosed. The deposit amount Rs..... may kindly be refunded to me at the earliest.
Thanking you,
Yours truly,
(Name :)
For Office Use only
Receipt enclosed/not enclosed Deposit amount Rs.. Membership No....
Deposit may be refunded Assistant Librarian Senior Librarian

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Book reservation slip	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Form No. 15	6.3	Nil Date

LIB-ISO/Form No.15

To, Senior Librarian	Date :
Book Reservation Slip	
Following book may kindly be reserved for me.	
Title :.....	
Author:.....Accession No.....	
Name:..... Membership No.....	
Telephone no: _____	
For Office Use Only	
Book is issued to Membership No..... Due on...../.../....	
Assistant Librarian	
Please inform the Membership No..... when returned by Membership No....	
Senior Librarian	

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Rules for lending books/documents	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Reference No. 2	6.3	Nil Date

LIB-ISO/Refer. No.1

RULES OF LENDING DOCUMENTS

1. The library will remain open as follows:

Days	Time
Monday to Friday	9.00 AM to 10 PM
Saturday 1 st , 3 rd , 5 th	9.00 AM to 5.15 PM
Saturday 2 nd and 4 th	9.00 Am to 1.00 PM

(Closed on Sundays and Public Holidays)

The Director General YASHADA may change the timings as and when required.

2. The limit of books and time period for each category of users is as below:

No	Category	No of books	Period
1.	Faculty	5	1 Month
2.	Research officer/ officers	5	
3.	Research Assistant / Course Associate/ Course Assistants	5	
4.	Staff	2	
5	Guest Members	2	
6	Participants	4	Course duration

3. Library Card will be prepared for each member. The members / participants should return their cards and books before cancellation of membership / end of the training programme.
4. Books will be issued to the Staff members for a period of 30 days. At the end of the period, the reader will compulsorily return the books
5. Borrowers are not permitted to exchange books and/ or periodicals among themselves. Each book or periodical borrowed shall be returned to the Library
6. New books will be displayed for 15 days at a prominent place in the Library before they are issued.

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
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Title	Rules for lending books/documents	Clause No	Rev. No
Document No	YASHADA/S02/LIB/Reference No. 2	6.3	Nil Date

8. Journals and periodicals publications will be kept for display.

9. Journals and Reference Books will NOT be issued out of the library.

10. Every member shall be responsible for the safe custody and return of books and/ or periodicals issued to him/ her. In the event of books or periodicals having been lost or damaged, the borrower shall either replace the book/ having been lost or damaged. The borrower shall either replace the book/ periodical or pay such compensation as may be determined by the Librarian.

11. Readers are requested to observe silence in the Library. Smoking is strictly prohibited. They should not write upon, damage, tear out the pages or make any mark upon any book, manuscript, belonging to the Library. Readers noticing any defect in or damage to any book, periodical or manuscript, are requested to point put the same to the Librarian immediately.

12. Books or periodicals marked as “Reference” will not be issued outside the library, but will be available for use in the library during the working hours.

13. A fine of Rs. 1/- per day per book will be charged if the book is not returned on the due date.

14. Readers are responsible for the safe custody of their cards. They shall take back their ‘readers cards’ on return of books. The Library is not responsible for the loss of cards. However, a lost card may be replaced if requested by the member by paying Rs. 5/- per card.

Senior Librarian

Approved by Director General

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Rules for Membership of library	Clause No	Rev. dt.
Document No	YASHADA/S02/LIB/Reference No. 3	6.3	Nil

LIB-ISO/Refer. No.2

**Yashwantrao Chavan Academy Of Development Administration
Raj Bhavan Complex, Baner Road, Pune- 411 007.
Phone No. (020) : 25608000, After officers hrs. 25608271**

RULES OF GUEST MEMBERSHIP FOR YASHADA LIBRARY

1. Membership of the Library will be open to all faculty officers and staff members of YASHADA.
2. During the course of any training programme, the participants may be given membership for the duration of the programme, if they so desire. Participants have to return all borrowed material before lunchtime on the last day of the course.
3. Guest Faculty/ Ex-trainees/ Government officer/ Retired officers/Researchers/Ex-YASHADA faculty & staff/ Ex-deputation faculty etc. also can, with prior written permission from the OIC, Library become members. Details of deposit and fees are as mentioned below:

No	Type of library User	Deposit (Refundable)	Annual Fees (Non-refundable)
a	Government of Maharashtra Officers	200/ per book	250/-
b	Others		
c	Invitee Special Members (Upon approval of DG YASHADA only)	Gratis	Gratis

4. Only two books will be issued at a time for a period of 30 days. Reference Material and Journals will not be issued outside the library.
5. Retired government officials will be treated as non- government officials for purpose of guest membership to YASHADA Library.
6. If a member desires to discontinue membership, he/ she should submit an application giving all the details of membership to the OIC, Library or Senior Librarian. Member will have to return all borrowed materials and the Library cards issued to him/her.
7. If a member wish to discontinue membership, he / she will have to submit the deposit receipt along with the prescribed application form. An amount of Rs. 25/- will be deducted from the deposit if receipt is not available.
8. With prior permission of the Senior Librarian, Government officials and Research Scholars may avail of reading facilities without paying the deposit. He/she should have to provide letterform the competent authority, if demanded. Books will not, however, be lent to them.
9. Members or Visitors are required to sign on the visitors register at the time of the entering. Bags, files etc, should be left at the entrance.
10. Members/ Visitors are not expected to shelve books, however, newspapers, magazines and journals should be kept on appropriately marked place after use.
11. Right of Membership and Reading Room facility is reserved with the OIC, Library / Director General

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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Title	Rules for Membership of library	Clause No	Rev. dt.
Document No	YASHADA/S02/LIB/Reference No. 3	6.3	Nil
Title	Contents of Hostel and Mess	Clause No	Rev. No.
Document No	Yashada/SOP/HOS/01	NIL	NIL

Prepared by	MR	Approved by	DG
Sign	Sd/- xxx	Sign	Sd/- xxx
Date	23/07/2010	Date	25/07/2010
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