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# Library Policy



Sai Tirupati University

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Rev.	Date	Description
0		Issued for Implementation  Library Policy



## 1. Introduction

The Library at Sai Tirupati University (STU), Umarda, serves as the intellectual nucleus of the institution, underpinning its commitment to excellence in education, research, and clinical practice. Catering to a diverse academic community, the library is dedicated to providing seamless access to a vast array of resources and fostering an environment conducive to scholarly pursuits.

## 2. Vision and Mission

### Vision:

To establish the STU Library as a dynamic knowledge hub that fosters academic excellence, supports interdisciplinary research, and promotes lifelong learning.

### Mission:

- To curate and provide access to comprehensive, up-to-date, and relevant resources across all disciplines.
- To integrate advanced technologies for efficient information retrieval and dissemination.
- To cultivate information literacy and research skills among the university community.
- To uphold the principles of academic integrity and ethical information use.

## 3. Objectives

- Develop and maintain a balanced collection of print and digital resources aligned with curricular and research needs.
- Facilitate access to national and international databases, journals, and e-books.
- Support faculty and students in research activities through training and consultation services.
- Implement user-friendly library management systems for streamlined operations.
- Foster collaborative learning through dedicated spaces and resources.

## 4. Governance and Library Committee

### 4.1 Composition

Designation	Role
President	Patron
Dean (Academics)	Chairperson
University Librarian	Member Secretary
Deans of Faculties/Colleges	Members
Controller of Examinations	Member
Dean PG STUDIES	Member
Senior Faculty Representative	Member
Two Student Representatives	Members (One male, one female)

### 4.2 Functions

- Formulate and periodically review library policies and procedures.
- Recommend procurement strategies and budget allocations.
- Monitor the utilization and effectiveness of library services.
- Facilitate inter-departmental coordination and user feedback.
- Promote optimal use of library resources through outreach and training.



## Responsibility :

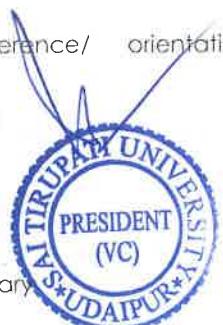
The Library Committee shall advise the University and guide the Librarian on following matters.

- Management of Library with special reference to the 'Services rendered to the readers'.
- Maintenance of the Library.
- Preparing the Library budget and its control.
- Monitor the usage of the Digital Library.
- Consider any matter referred to it by the Academic Council.
- The Committee shall undertake periodic reviews of the Library and make recommendations for improvement.
- Obtain inputs from the Faculty member's w.r.t. the procurement of the books and journals.
- Mitigation of the problems faced by the students and Research Scholars.
- Analyze reasons and suggest ways for increasing the number of library users.
- To formulate policies and procedures for efficient use of Library resources.

## 5. Roles and Responsibilities

### 5.1 University Librarian

- Serve as the executive head of the library, overseeing all operations and services.
- Convene and coordinate meetings of the Library Committee.
- Prepare and manage the library's annual budget and financial planning.
- Supervise library staff, ensuring efficient service delivery and professional development.
- Develop and implement policies for collection development, cataloguing, and resource sharing.
- Ensure compliance with copyright laws and licensing agreements.
- Facilitate user education programs and research support services.
- Maintain and update the library's digital infrastructure and online resources.
- Assume responsibility for the daily operation of the Library and the supervision of the staff
- Preparation of the Library budget
- Supervising the process of cataloguing and indexing of books and periodicals
- Provide reference services as needed
- User orientation towards effective utilization of Library services
- Arranging for stock verification of library collection and weed-out/write-off books
- Update library website and e-library-digital aspects time by time
- Manage and maintain digital resources, including e-books, online journals, and databases.
- Implement and manage library technology, including library management systems and online catalogues.
- Stay updated on emerging library technologies and digital resources, incorporating them into library services as appropriate.
- Maintain records and statistics and submit reports as required
- Promote and implement mediated instruction, interactive media conferencing, and other related emerging technologies
- Promote the Library atmosphere conducive to study, reading and research
- To attend/participate library related meetings, workshops/seminars/conference/ orientation programmes/refresher courses/any other training programmes
- Represent the Library as a member of Faculty-wise and university-wise committees
- Maintenance and Supervision of library premises
- Teaching students on scholarly information resources and Scholarly communication
- Initiate and process purchase of materials if any for library
- To develop programme of library management for improving the efficiency of the library



- General correspondence relating to financial matters

### 5.2 Library Staff

- Assist users in locating and utilizing library resources effectively.
- Manage circulation services, including lending, returns, and reservations.
- Maintain the organization and accessibility of physical and digital collections.
- Provide support for interlibrary loans and document delivery services.
- Participate in ongoing training and professional development activities.

### 5.3 Faculty Members

- Collaborate with the library in selecting and recommending resources relevant to their disciplines.
- Encourage students to utilize library resources for academic and research purposes.
- Provide feedback on library services and participate in library development initiatives.

### 5.4 Students

- Utilize library resources responsibly and adhere to library policies and procedures.
- Provide constructive feedback to improve library services.
- Participate in library orientation sessions and information literacy programs.

## 6. Library Resources and Collections

### 6.1 Print Resources

- Textbooks, reference books, manuals, and council-recommended readings.
- National and international journals across various disciplines.
- University publications, project reports, dissertations, and newsletters.

### 6.2 Digital Resources

- Subscriptions to databases such as PubMed, ClinicalKey, Scopus, ScienceDirect, and DELNET.
- Access to e-books, e-journals, and multimedia resources.
- Institutional repository of research papers, theses, and teaching materials.
- Remote access facilitated through secure login credentials.

## 7. Library Services

- Book lending services with defined borrowing limits based on user categories.
- Assistance in literature searches, citation management, and research methodologies.
- High-speed internet and computer terminals for accessing digital resources.
- Photocopying, printing, and scanning services at subsidized rates.
- Designated quiet areas, group study rooms, and audio-visual learning spaces.

## 8. Membership and Registration

### 8.1 Eligibility

Category	Membership Privilege
UG Students	Access to all resources; limited borrowing
PG/Research Scholars	Enhanced borrowing and digital access
Faculty & Staff	Full access to resources and services
Alumni	Limited access upon request
Visiting Scholars	Temporary access with institutional approval

### 8.2 Registration Process

Members must register using a valid institutional ID and complete the membership form. Temporary users are required to submit an endorsement letter and valid ID proof.



## 9. Library Timings

Day	Timing
Monday–Saturday	8:30 AM – 6:00 PM
Examination Period	Extended hours up to 9:00 PM (as notified)
Sundays/Holidays	Closed (unless notified)

## 10. Library Rules and Regulations

### A. General Rules

- Only registered students, faculty members, research scholars, and staff of the University are entitled to use the library facilities.
- Entry to the library is permitted only on production of a valid University Identity Card.
- Absolute silence must be maintained at all times. Group discussions, loud conversations, and socializing are strictly prohibited.
- Mobile phones must be kept on silent mode. Attending phone calls inside the library is not allowed.
- Personal belongings including bags, personal books, files, food items, and drinks (except water bottles) are not permitted beyond the baggage counter.
- Any kind of damage, defacement, or misuse of library property is a punishable offence. The user shall bear the cost of replacement.
- The use of tobacco, pan masala, and other intoxicating substances is strictly prohibited.
- All users must behave respectfully with library staff and other users. Misconduct or violation of any rule will lead to disciplinary action including suspension of library privileges.

### B. Rules Related to Reading Section

- Users must maintain silence and discipline in the reading section at all times.
- Seats are available on a first-come, first-served basis and cannot be reserved.
- No materials (including personal notes or photocopies) may be left unattended to reserve seats. Unattended items may be removed by staff.
- Reading materials from the library should not be taken out without prior issue; unauthorized removal will be treated as a serious offence.
- Books and periodicals taken for reading in the section must be returned to the designated shelves after use.
- The reference section, including rare books, is strictly for on-site consultation only.

### C. Use of Computers and Internet

- Computers in the library are for academic and research purposes only.
- Browsing social media, watching videos, gaming, and accessing offensive or non-academic websites are strictly prohibited.
- Users should not install, modify, or delete any software or files on the library computers.
- Downloading copyrighted or illegal content is strictly prohibited and may attract disciplinary action.
- Library Wi-Fi access is available for registered users only and must be used strictly for academic work.
- Users must log off from their sessions before leaving the computer workstation.

### D. Circulation Rules

- Library membership is mandatory for borrowing privileges.
- Borrowing limits are as follows:
  - Undergraduate Students: 3 books for 15 days
  - Postgraduate Students: 5 books for 30 days



- Faculty & Researchers: 10 books for 1 semester
- Visiting Users/Alumni: 2 books for 10 days
- Books may be renewed once unless reserved by another user.
- New arrivals and high-demand books may be issued for shorter durations as decided by the librarian.
- Reference books, journals, dissertations, and rare materials are not to be issued and must be used within the library premises only.
- All issued materials are non-transferable. The borrower is solely responsible for the item until it is returned.

#### E. Overdue Charges, Loss, and Damage

- A fine of ₹2 per book per day will be charged for each day a book is overdue.
- If a book is lost, the user must either replace it with the latest edition or pay the replacement cost along with processing charges as decided by the library.
- Damaged books will be treated as lost and the same policy as above will apply.
- Repeated defaulting on return deadlines may lead to suspension of borrowing privileges.

#### F. Photocopying and Printing

- Reprography services are available for academic use only at nominal charges.
- Users must comply with copyright regulations. Photocopying entire books or journals is not permitted.
- Printing is allowed from library computers upon approval of library staff.

#### G. Special Notices

- The Librarian reserves the right to inspect any user or their belongings upon suspicion of rule violation.
- Users must follow any special instructions issued from time to time through notices or circulars.
- Suggestions and feedback for improving library services are welcome and may be submitted at the Help Desk or via the online portal.

### 11. Library Procurement Policy:

#### Books:

- Faculties are requested to visit the Library after the allocation of subjects to check the availability of their required books. If desired books are not available in the Library then they are required to submit book recommendation form (Annexure: I) to the Library (Approved by the respective Deans) as earliest.
- Faculty are requested to avoid local publication books for maintaining the Library standard.
- Faculties are requested to prefer low price edition books for fulfilling the requirements of your concerned subjects. If the required book price is more than Rs. 5000/-, Library will purchase only single copy.
- Medical, Bio-Tech & other costly books are purchased as per the basis councils requirements; there is not any price restriction.
- To fulfilling the requirement of council schools library books, the same will be purchase according to council; number of books and title.
- Faculty are also requested not to announce any particular author's book for their concerned subject (Due to limited copies in Library), also suggest them alternate author's book to students.
- The Library will prepare the final list (After cross checking the delicacy) of books and obtain approval from the concerned authority within a week & forward the same to Procurement Department.



#### **Journals & Magazines/ e-Journals:**

- The department wise list of print and e-Journals are compiled and forwarded to the respective HODs before placing them in the Library committee meeting.
- New required Journals/ Magazines/ e-Journals will be subscribed by calendar year wise.
- For renewal of previously subscribed Journals/e-Journals, review their usage statistic for continue or discontinue them.
- Previous year Journals/ Magazines/ standards/ Acts issues etc. will be purchase as and when required.

#### **12. Feedback and Complaints**

Feedback mechanisms are available via an online form, ensuring swift response and action. Complaints may be directed to library staff or escalated to the Library Committee.

#### **Conclusion**

The Sai Tirupati University Library is committed to supporting the institute's academic vision and fostering an environment conducive to research, learning, and intellectual development. This policy, regularly reviewed, will adapt to advancements and user needs, ensuring the library's role as a vital educational resource and hub for future academic pursuits.

Approved by  
  
President  
Sai Tirupati University  


**Annexure: 1****Books Recommendation Form**

Name of the course:

Name of the Department:

Term:

No. of Student in the Class:

Date:  
Form No.

S. No.	Information about Books					Type of Books	Whether prescribed in the syllabus (Y/N)	Required Copies*	Name of the faculty recommending Books*	For library Books
	Title*	Author*	Publisher*	ISBN	Price (Rs)					
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

\*Mandatory fields

Signature of the Deptt. Head

Signature of the library In-Charge

Annexure: 2

Journals/ Online Database Recommendation Form

Name of the Faculty Recommending:

Name of the Department:

Date:

Form No.

S. No.	Name of Journal	*Publication	Frequency	Price	*e-Journal	*Hard Form	Remark
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

\*Mandatory fields

Signature of the Deptt. Head

Signature of the Library In-Charge