



## Policy Document on Library Card Registration, Library Resources Acquisition, Library Catalogue and Circulation & Reference of Books at Higher Quality Accredited Institutions

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**Abstract-** This Policy Document guarantees that library clients are furnished with library recognizable proof during each exchange finished with the college library. This arrangement record and strategy gives rules in benefiting the Library assets, administrations and other electronic assets. It covers all bonafide understudies, employees and staff of the college. This Policy Document guarantees that library assets are refreshed and adjusted to the foundations assets of the particular course prospectus per program through intermittent obtaining of library assets. This arrangement archive additionally guarantees that library assets such books, references, academic diaries, electronic databases and other educating/learning materials are procured to help the curricular projects. This covers all print and non print materials, books, periodicals and diaries just as electronic assets. It guarantees that all library possessions are appropriately and precisely enrolled. This approach report and strategy guarantees that every single library holding is represented. It covers the whole library property from print to non print, books, periodical, diaries, e assets, and others. It likewise gives effective methods for helping and loaning library materials to every one of its clients. This approach archive and methodology guarantees that all library clients can get the important assets required from the library. This Policy archive and system covers all clients of the library and all the library possessions that are accessible for use by the personnel, staff and understudies.

**Index Terms:** Higher Quality Accredited Institutions, Library Card Registration, Library Resources Acquisition, Library Catalogue and Circulation & Reference of Books

### I. INTRODUCTION

Library Card is a little paper or plastic card gave by a library for the sake of an enrolled borrower, to be introduced in the flow work area when looking at materials from its gathering. Obtaining alludes to the way toward choosing, requesting and getting the assets for the library which may incorporate planning and consulting with outside offices, for example, distributors and book merchants. Reference Service alludes to the help given to the library clients on the best way to utilize the library accumulation just as the online database assets and teaching the customer base how to find data. Dissemination alludes to the way toward checking of books and other library assets all through the library; additionally alludes to the quantity of thing looked at by the library customers over an assigned timeframe. Classifying alludes to the readiness of the bibliographic data and doling out of the call number to every one of the library material. Bibliographic passages alludes to the creator, title, copyright year and so on., explicit to every material. Call Number is a blend the letters

in order and numbers that spoke to by the underlying letter of the writer, LC Number for the subject of the book and its copyright year. Library of Congress Classification System alludes to the framework which partitions all learning into twenty-one essential classes, each distinguished by a solitary letter of the letter set. The majority of these in sequential order classes are additionally separated into increasingly explicit subclasses, recognized by two-letter, or once in a while three-letter, mixes. Promotion number is a special number appointed to each book all together which is added to a library holding. Listing in Publication Data (CIP information) is a bibliographic record arranged by the Library of Congress for a book that has not yet been distributed. At the point when the book is distributed, the distributor incorporates the CIP information on the copyright page in this manner encouraging book handling for libraries and book vendors.

### II. PROCEDURES IN LIBRARY CARD REGISTRATION, LIBRARY RESOURCES ACQUISITION, LIBRARY CATALOGUE AND CIRCULATION & REFERENCE OF BOOKS

To profit of the library card, the borrower should: Student present his/her Certificate of the Registration (for the present year) and Identification card. Workforce/Staff present his/her recognizable proof card, Submit one 1x1 picture, Fill out the Library Card Log sheet. The Librarian signs and supports the library card. The library staff/Librarian enlists the understudy/workforce/staff to the Library System by encoding the understudy/representative numbers and other relevant subtleties. The understudy/workforce staff can quickly acquire books and different assets qualified for them. Library card approval is done each trimester. All understudies, employees and staff are required to restore their library card each term. The library card ought to be appropriately approved and by the library staff/administrator. Quality Records include: Library Card Log Sheet. This Document is appropriated to all units in the University. Solicitation and suggestion of course book, references, interactive media, electronic databases, academic diaries and other encouraging assets required for a particular program are made by the host College through their Library and Instructional Committee. Employees prescribe books for the courses relegated to them. The Department head gathers the total rundown and presents the rundown to the Library and Instructional Committee for assessment. The Library and Instructional Committee offers criticism to the mentioning school for the preparing of the solicitation. The solicitation for assets must be marked by the Dean, prescribed by the Overall Academic Dean and



submitted for endorsement of the President. When affirmed, the Library and Instructional Committee presents the solicitation to the Property/Purchasing Department together with all the supporting archives to encourage buy. The Property Office educates the Library Department when the books are conveyed and encourages the transmittal of the books to the Library. Conveyed books are to be checked by the Auditor and Property. The Librarian keeps duplicates of the conveyance receipts, buy requests and solicitations. The library staff advises all Units regarding the updates in the book accumulation through email and posting in the library announcement board. Quality Records include: Accession Record, List of suggested titles from Academic Department, Matrix of Textbook and References per program. These Documents are circulated to Head of Administration, Overall Academic Dean, Head of Property and Purchasing, College Deans, Head of Audit, Library Committee Head, Quality Assurance and Accreditation.

Procedures include: Assign an increase number for each book. Round out the bibliographic data for each book including: Date got, Call Number, Author, Title, Edition, Volume, Pages, Source of reserve, Unit Value, Publisher, Copyright year and Remarks. Set up the bibliographic passages and allude to the Library of Congress Online System for the call number and subject of the book. Encode the bibliographic passages in the Librarian's entry. Set up the call number of each book. Glue the book card, book pockets and date due slip at the back of the book. Bibliographic subtleties of the asset must be given in the book card and book pockets. Hold the book/s in like manner. Quality Records include: Library System File and Library Accession Record. These Documents are dispersed to Library Staff Head, Quality Assurance and Accreditation. Clients must apply actually to the Library Department for a library card to have the option to get to the library framework database. A one of a kind client name and secret phrase will be appointed to every client after enrollment. The client signs on passage utilizing his/her client name and secret word. For the User: To look for a book, type the title/writer/subject of the book in the hunt content box. Query items will be shown. Select the particular book title and duplicate the call number to find the definite area of the book in the racks. The Library System is available inside and outside the grounds. The Library Staff are accessible to help the clients for any required/mentioned library administration/s. Quality Records incorporate Borrowing History in the Library System Library Cards. These archives are dispersed to all Units in the University

### III. CONCLUSION

This Policy Document guarantees that library clients are furnished with library recognizable proof during each exchange finished with the college library. This arrangement record and strategy gives rules in benefiting the Library assets, administrations and other electronic assets. It covers all bonafide understudies, employees and staff of the college. This Policy Document guarantees that library assets are refreshed and adjusted to the foundations assets of the particular course prospectus per program through intermittent obtaining of library assets. This arrangement archive additionally guarantees that library

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