



KIRLOSKAR INSTITUTE MANAGEMENT, YENTRAPUR, HARIHAR – 577 601.

LIBRARY PROCESS / POLICY DOCUMENT

(Version – 1.1 Revised)

1. Introduction:

Kirloskar institute of Advanced Management Studies established in the year of 1995 with the vision, “To Provide Society a center of learning that excels in Management Education, Research Training and consultancy”.

KIM Library aim is to provide information to the right person, at the right time and in the right place. As KIM library is situated in the center place of the institution for easy accessible by the students, faculty and staff. It has good collection of textbooks, reference books, research oriented books, national and international journals, CDs and online databases etc. It has a seating capacity of more than 50 students.

2. Purpose:

This policy sets out the principles which guide the development of a quality Library collection, services and it's in house activities that meets the information needs of a dynamic community (students, faculty and staff of our institute). The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation of library collection and services provided.

3. Role of Library

Library plays a very important role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes the learning resources available to the faculty and students for their teaching, learning and research assignments. Dr. S. R. Ranganathan, the father of library Science has famously said that the Library is the trinity of Learning Resources, Faculty / Students and the Library Staff.

The Mission of KIM-Library is to achieve the vision of the Institute *by supporting quality of resources and innovative services in education and research, managing and delivering information.*



4. Details of Policy

The Library collection holds resources designed to support the learning, teaching and research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs,)

5. Library Advisory Committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Director of the Institution.

5.1 The composition of KIM-Library Advisory Committee is:

- Director
- Dean & Principal
- Head Admin
- Chief Librarian and
- Student representatives

5.2 Functions of the Library Advisory Committee.

- A. To provide general direction to the Library
- B. To review, rewrite and approve library procurement policy
- C. To discuss and approve subscriptions to online databases (e-journals, eBooks and data Sets)
- D. To formulate updated / amended policy for library, use and procedure to be framed
- E. To review the functioning of the library with regards to its support to the academic Programmes of the institute.
- F. To outline the library collection development policy as and when required, for its



Implementation.

G. To monitor and evaluate, from time to time, trends and developments in information

Technologies, networking, library automation, library cooperation etc., and to direct the Library in their adoption.

H. To formulate action plan for the development of library human resource, infrastructure, facilities, products and services and any other function as assigned by the higher authorities

I. The LAC would meet at least once in six months to review the library affairs

J. The committee shall be reconstituted once in three years

K. Minutes of the meeting shall be recorded and circulated to all members for consideration and approval

L. Frequency of the meeting is at least once in Six months to review the library affairs and if necessary, more often.

M. Develop the library to knowledge tank which can be accessed by any one.

6 Collection Development:

The term "collection development" refers to the process of systematically building library collections to serve study, teaching, research, recreational, and other needs of library borrower. The process includes selection and de-selection of current and retrospective materials, the planning of strategies for continuing acquisition, and evaluation of collections to determine how well they serve borrower needs. Overall, collection development encompasses many library operations ranging from the selection of individual titles for purchase to the withdrawal of expendable materials.

Collection Development procedure includes below sections.

7 Selection of Books

The Faculty, Staff, and Students can make the recommendation of books to the library directly to the librarian.

7.1 There are different modes of selection of books:

- Faculty members: Faculty member get to know about the books from such sources as journal articles, conference proceedings, brochures sent to them by publishers, and the



Web. They can send their

requisitions to the Library Through mail or in prescribed requisition forms

➤ Catalogues: Suppliers show copies of their catalogues and books to the faculty members and the faculty members can recommend some of these books for procurement to the Library.

➤ Book Exhibitions/ Book Fair: Book exhibition is the best way of selection of books. The leading book suppliers will be conduct a book exhibition on a special day of the college (E.g. Foundation day, Operacy, Alumni meet). So during these events Faculty, Staff and Students can select / recommend books to the library directly.

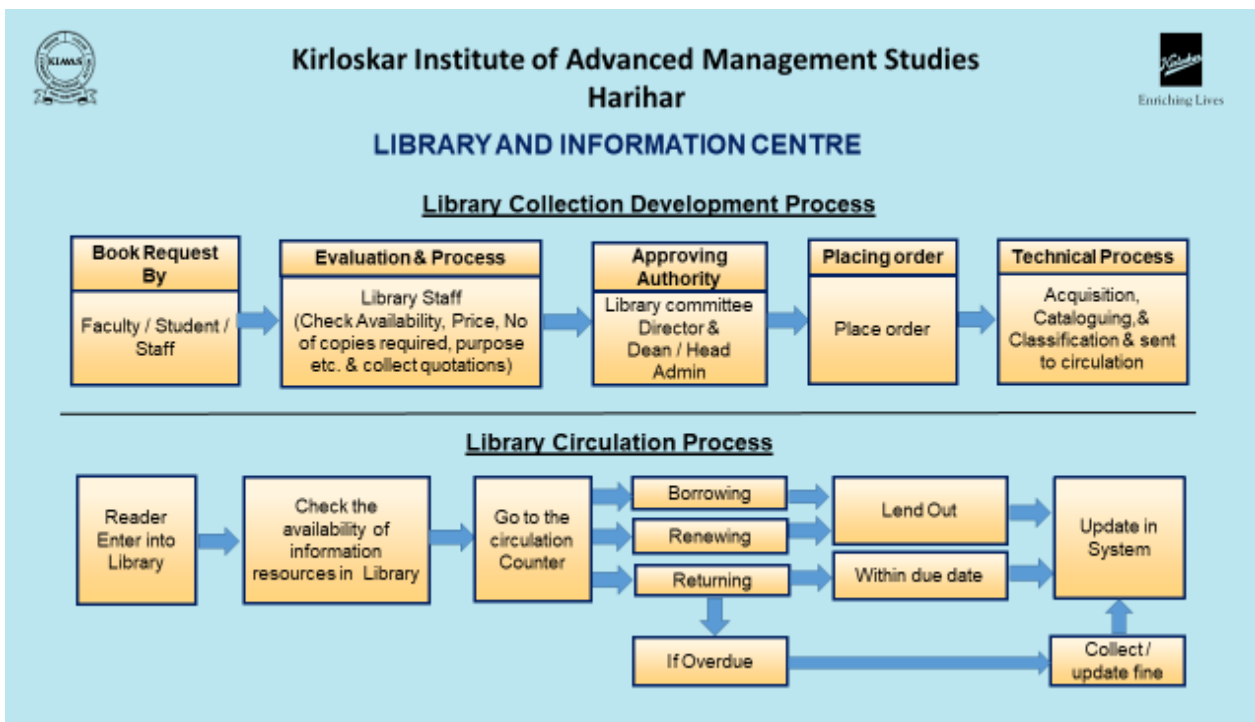
➤ **Quotation:** Once the selection has been made and the librarian will send the list to the vendors for quotation.

- Three quotations required for purchase / subscription of library resources if the cost is above Rs. 10000/-

- Three quotations are not required if the books, journals, case studies, CDs and other materials purchased / subscribed directly from exclusive publications e.g. Harvard Business Review, The week, Case centre, IIMs etc.

➤ The librarian has to check availability of those books and no. of copies available, editions, year of publish, condition of available books in the library in the library. The procurement of number of copies of textbooks will be decided based on the availability of the same copies in the library. After verification of all these the librarian will forward it to the Director / Head Administration for approval.

6. Approving Authority: The approving authority for the procurement of library books and journals etc. is given below.



The above indicated system of procuring books at KIM-Library. Faculty, students and Staff can recommend or select books for adding to the library collection at any time and it has to approve by the Director, Dean / Head Administration and then the final decision will be taken by the Librarian on the basis of availability no. of copies, editions etc. for process. The no of books procured in the ratio of 1:3 (one book for 5 students) and one for reference and one for faculty reading.

7. Ordering: Once we get the approval from the above approving authority, the librarian will discuss with the vendor or Through Online shopping about the Discount, Editions, Delivery Date, and Transportation Cost etc. and then the order is placed, processed.

7.1. Terms and conditions for Vendors:

- a. All books carry a discount as per the agreed terms
- b. This order should be acknowledged within 7 days from this date
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.
- e. The maximum time limit for supplying such book is 60 days.



- f. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
- g. You should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice
- h. Payment will be made within 45days from date of receipt of the invoice.
- i. Foreign Publications: Three Months from the date of the purchase order
- j. The Library at its discretion may extend the delivery date, if the Supplier requests for an extension citing valid reasons.
- k. Price Proof: Accepted Price Proof are:(Signed & Stamped by supplier)
 - Distributor's invoice to supplier,
 - Print out from the publisher's catalogue
 - Photocopy from Publisher Catalogue
 - For some Indian publications, price mentioned on the title
 - Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof
- l. Exhibitions: Library may arrange for book exhibitions through publishers or their representatives or the empaneled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc. for obtaining book recommendations
- m. Checking: on receipt of the books from the supplier, the librarian has to check the books are supplied as per our requirements /order or not if not then the librarian will send back the un-wanted books to the vendor.

8. Book Procurement and Processing Work flow:

8.1. Initiation of Acquisition:

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets,
- Publisher Catalogues marked and signed
- Find out the exact details of the Title recommended
- Duplicate Checking



- Correspond with Suppliers/vendors for checking Availability Status
- Put up for Approval
- Prepare and Issue Purchase Orders after approval

8. 2. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in Database
- Pass entries in Bill Register and forward bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

8. 3. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report
- Price Proof Verification
- Prepare Book Received Report and Purchase Bill (BRR) in Database

8. 4. Classifying

- Classify Books/Thesis/Dissertations as per the Dewey Decimal
- Classification (DDC) Schedule
- Assign Cutter Numbers
- Write the Class No, Cutter No and Collation on the back of Title page

8. 5. Cataloguing:

- Bibliographic Details of each book is entered into Cataloguing Module
- database according to AACR2 Standards
- Assigning Keywords: Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.
- Making Analytical Entries, wherever needed.



8. 6. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case may be.

8. 7. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift these items to be treated like books for processing, etc.

9. Books Purchased by KIM-Faculty

Faculties can procure a book up to Rs. 5000/- worth and submit to the library along with bills with the following conditions.

- If the book is not available in the library currently
- If the book is not available with our regular vendor

Faculty has to submit proper bill and books of with 15 days from the date of purchase to claim.

10. Subscriptions of Journals:

10.1 Subscription Process and Approvals

- a. Budgetary provision: Ensure that allocated as per budget are available for the approved Journals Subscription / renewals etc. as required.
- b. Beginning of Renewal Process: The process of renewals should begin at least four months in advance (in September) so that by December end/ early January all the renewals are done and the subscriptions are continued without any discontinuation in issues.
- c. Indian Journals will be subscribed directly from the publishers who are usually institutions, govt. agencies, societies, etc. Approval will be taken for these direct subscriptions.
- d. Panel of Subscription Agents: Library Advisory Committee will form a panel of Subscription Agents through whom library will place orders of all its foreign journal



subscriptions. All terms and conditions will be decided by the Library Advisory Committee.

- e. Procedure for preparing a panel of Subscription Agents: LAC will formulate a panel of vendor's/subscription agents for supplying foreign journals with following criteria:

10.2. Subscription Process Work Flow:

- a) Recommendation: The list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.
- b) Approval:
- The list will be processed for exact details like price/publisher
 - Put up for Director/Dean / Head Admin/Library coordinator for approval.
 - Put for approval by Library Advisory Committee.
 - If there is no response from faculty or any difficulty or lack of time in obtaining the approval of library coordinator then the list must be approved by Director.
- c) Pro-forma Invoices: Invoices must carry a certification that the price has been charged in accordance with the publisher's, price list.
- d) Ordering: Journals Renewal and Subscription Orders will be issued to empaneled agents by Librarian

10.3. Receipt of and access to journals

- a) Ensure that the items received are as per the order/ access is enabled to the desired Resource
- b) Manual (Kardex) and computerized record of receipts of the journal issues
- c) Processing of Journal Issues: Physical verification, Stamping, etc.
- d) Timely display of the Loose Issues of the periodicals on the respective display racks.
- e) Linking to the online content wherever applicable

10.4. Non-Supply of Journal Issues:

- a) Reminders: Missing issue reminders can be sent with the following frequency:



- For weekly and bimonthly journals: Once every month
- For Quarterly/Biannual journals: Once every two months

b) Replacement of missing issues: Supplier must be asked to replace missing issues by way of:

- replacement copy, or
- publisher certified and reproduced copy or
- refund either in the form of credit note or Demand Draft/Cheque or
- extend the subscription period equivalent to corresponding period

11. Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period such as annual reports, directories, yearbooks, etc. These are weeded out annually.

Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection. Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organizations which have no relevance to KIM users.

Books/Journals that have become unserviceable/mutilated due to heavy use, and tear, obsolete/white ant old infected material Other Resources Managed:

A variety of other information resources are received and displayed for use in the periodicals section that are being received free of charge, viz.

- Complimentary Loose issues of Journals
- Annual Reports
- Working Papers
- Occasional Papers



- Discussion Papers
- Technical/Trend Reports
- Brochures
- Prospectus etc.

12. Non-Book Materials

A small collection of Non-Book Materials such as Audio Cassettes, Video Cassettes/VHSs, Microfilms, Microfiche, 35mm films, Psychological Tests, Booklets, Posters etc. is being maintained at the Periodicals Section and enlisted in a computer file (MS-Excel). These materials are open to all our Library users.

13. Maintenance of Records:

The transactions of all the activities / procedures etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills
- Subscription Orders
- Approvals

14. Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form.

14.1. Pricing Models

There exist many pricing models. KIM can adopt the model depending on various factors like suitability for academic program, research area, relevance to different campuses and a usage analysis, if it is a renewal.

- Annual Subscription: Access to content is available for only one calendar year



- Perpetual Access:

Access to content is available for the year that we are subscribing.

After expiry of subscription, we will still have access to the content of the year we subscribed for future but not the subsequent new year's.

14.2. Process and Approvals

Online databases are expensive resources, which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual e-Journals or eBooks)

- Identify the need
- Ask for a Trial Access
- Publicize the availability of resource on Trial
- Analyze the Usage statistics
- Make a cost benefit analysis by considering all relevant facts
- Put up for approval
- Convene a Library Advisory Committee for negotiation and conclude the deal

14.3. Electronic Journals

When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Advisory Committee.

If e-Journals are being subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to TISS academic and research

Interests, usage analysis and availability of funds. This proposal needs to be Approved by the Library Advisory Committee

14.4. E-Books

When purchasing/subscribing to individual eBook titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of

Director, If e-books are being purchased or subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by



considering the relevance of the resource to TISS academic and research interests, usage analysis and availability of funds.

15. Library Collections (As on 25.11.2022) :

SL NO.	Particulars	Qty.
1	Books Total UG – 1137 PG - 9351 Other - 3500	13988
2	Company reports	150
3	NTPEL Lecture Videos	100
4	Project reports	350
5	Company Annual Reports	100
6	Bound Volume	120
7	Journals (National & International)	72
8	Online Databases	4
	ProQuest	Yes
	J-Gate	Yes
	Ace Analyzer	Yes
	Packt e-books	Yes
	IBI	Yes
	Indiastat	Yes
9	CD/DVDs	300
10	E-Granthalaya	Library software
11	Library Timings	From Mon to Sat 8.30AM to 12. Midnight Sunday Holiday
12	Inter-Library Loan Facility	We have ILL facility with our library at Pune campus.
		Membership with DELNET



13	National Digital Library	Institutional Membership
14	Multimedia facility for Swayam	Free Online Courses
15	Professional Membership	MANLIBNET,
16	British Council Library membershi	

16. Library Membership:

Library membership is free to all students, faculty and staff of the KIM. All Students, faculty and staff members are issued bar-coded patron cards.

17. Library Services:

- Circulation service
- Reservation facility
- Photocopy Facility
- Reference Facility
- Overnight Facility
- Onsite service

The circulation of Library materials is given below:

17.1. Circulation service

For Students:

- All members of the KIM are eligible to borrow library books/journals etc.
- 4 Books issuing to the students admitted to KIM for 7 days from the date of issue.
- Reference Books will be issued only for overnight purpose between 10.30pm to 11.30pm. And the same has to be returned next day morning before 11.00am, if failed to return the Rs. 25/- per day will be charged as fine.
- Two Magazines will be issued to the students for two days from the date of issue.
- No CDs/DVDs and other materials will be issued outside the library.

For faculty



Every faculty member of KIM is

eligible to borrow textbooks as needed and CDs accompanied along with text / reference books are also issued to the faculty members as given below.

- Faculty can borrow 25 books and 10 Journals / magazines (in case required more for books to hand multiple subjects can be issued on special request)
- Staff can borrow 5 Books and 2 Journals.
- In case, a faculty required more books, where the faculty handles multiple courses / subjects, can be considered on special request.
- The maximum time Limit for Faculty for Books is 365 days.
- Journals and other materials (e.g. Journals, CDs etc.) are issued up to maximum 6 months or one semester.

For Visiting Faculty:

Visiting faculties can borrow maximum 5 books at a time for the period one semester / term. At the end of the semester or before making all the settlement of visiting faculty, the PGDM office need to cross check any dues from library.

Circulation Rules

- Borrower should check the physical condition of a book while borrowing the same.
- If the damaged book belongs to a set of books / journals/ CDs, then the borrower is responsible for the entire set.
- During power/system failures, the circulation counter services will be suspended.
- Immediately after the issue of a book, the borrower is required to take out the same from the library
- While leaving the library borrower should ensure that they carry only those books that are duly issued on their names.
- Every borrower is requested to check the status of books outstanding against his/her name soon after a transaction at the counter. Discrepancy, if any, should be brought to the notice of the counter person immediately. Any complaint thereafter is not likely to be entertained.
- When there is an emergent demand for a borrowed book, the same must be returned within seven days to the library.



- Borrower are responsible for complying with the copyright act while photocopying library document.
- If any Borrower is found misusing /mutilating /stealing/ cutting pages from a book, disciplinary action will be initiated against him/her, besides withdrawing the library facilities.
- Improper use of library facilities by a member will lead to the suspension or termination of his/her membership.
- Use of Mobile phone and any electronic gadget which disturbs the concentration of other members in the library is strictly prohibited. If found, the membership as well as use of library facilities may be suspended for the period of one week.

17.2. Reservation facility

Reservation facility is made available for the students, those who want to borrow books from reference section. Students have to inform the library staff either verbally or writing in the reservation register to reserve a particular book for their reference issue.

17.3. Overnight issue facility

Overnight borrowing facility is available to the students who required books from reference section. The timings for overnight borrowing facility is from 10.00PM To 11.30PM and the same need to be return next day on or before 10.30 AM.

17.4. Photocopy and Scanning Facility

Xerox facility is available in the next to the library building, Books / Journals / question papers will be issued for taking photocopy at the Xerox center.

17.5. Onsite facility:

KIM-Library is providing on-site facility to borrow books / journals of back issues during their summer internship program. Library issues two books and two journals for their summer internship program for the period of 4 months. KIM-Library also gives the online database access facility of journal articles, papers, case studies, books etc. to those who are on their project work. KIM has two campus and resources are continuously sharing between the campuses for faculties, students and staff for their onsite work.



17.6. Research Facility

The provision of study facilities is part of the key role the Library plays to strengthen the learning and research activities of students and staff of the University. It supplements the provision of scholarly resources and research skills development programs by Library staff.

The KIM-libraries provides below special provisions for researchers

- Procurement of reading materials (Books/Journals/case studies/articles etc. of both print / online) for research work recommended by the faculty or students research.
- KIM-Library provide scanning / printing facilities for the faculty and students for their research work.
- Special computer lab for researchers to access e-resources.

18. Library Automation:

The purpose of automation is to keep records accurate, easy accessibility, avoid mistakes, the speed up the work and easy to find the status of the books/journals and it saves the manpower.

KIM Library uses E-Granthalaya software, which is developed by NIC (National Informatics Center), and Ministry of communication and Technology Government of India for its in-house activities. It has the following simple features.

- Book Acquisition
- Cataloguing
- Circulation
- Serial Control
- Search
- OPAC (Online Public Access Catalogue)

Bar-coding:

Library management systems use barcodes (a series of printed lines and spaces of varying widths which represent numbers, symbols, and/or letters) to track items



through the circulation process.

KIM Library has bar-coded all the books, some international journals and CDs.

Technical Process:

Technical Processing work plays a key role to function the library. It constructs a bridge between the acquisitions of documents to the Circulation.

The technical work includes the following.

- a. Classification of Books
- b. Cataloguing of books
- c. Updating in database
- d. Generating Barcodes
- e. Stamping and Labeling
- f. Preparing List of book newly arrived
- g. Putting the new arrivals list on the notice board for students and mailing the soft copy to all the faculty and staff.

19. Late Fee Charges:

- For Regular Issue Books Rs. 10/- Per Day up to 10 days, after 10 days it will be Rs.15/- per day.
- For Magazines Rs. 5/- per day up to 10 days, after it will be Rs. 10/- per day.

20. Loss or Damage of Library Books:

Where a library material is lost or damaged, the borrower will be charged for the item.

The charges include the following:

- New book should be replaced or
- Double of the cost of the book will be recovered
- processing fee will be charged @ 25% cost of book
- overdue fines (if any)

Borrowers are liable for overdue fines, calculated from the date due to the date when books are reported lost.



A sum of three times the estimated cost of an item will be charged for an out-of-print item reported lost or returned damaged.

If you manage to locate your lost library material before payment is made, you need only to pay the overdue fines.

All lost or damaged items must be reported to the Library immediately. Your borrowing privileges will be suspended until payment is made for the lost/damaged material.

21. Timings

- Monday to Saturday from 8.30am till 12.00 Midnight,
- Library will be closed during Lunch 12.30pm to 1.30pm and Dinner from 8.30pm to 9.30pm
- Sunday Holiday
- Library also will be closed during institute declared holidays

22. Do's and Don't

Do's

- Keep Silence in the library
- Please enter in the Log Register before entering into the library
- Please make sure that issues/returns are done properly before leaving.
- Please keep your belongings in the racks kept outside the entrance of the library.
- If you could not find any books, please ask the librarian.

Don'ts

- Do not write on the book/journals.
- Do not discuss in the Library.
- Do not carry any personal things in the library.
- Do not tear pages or fold the pages in the books or journals.
- Do not use Laptops in the library.
- Do not behave Rude with the library staff.
- Do not pull out any unwanted books from the racks unnecessarily.



- Do not carry any eatable items in the library.

23. Stock Verification:

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Its Advantages are:

- Restoration of misplaced items in the stock.
- Determining mutilated and out dated items in the stock.
- Evaluation of adequacy of current arrangements for stock protection
- Extending new opportunities for cleaning and sprucing up stack areas.

KIM Library is undertaking the stock verification every year during the end of the academic session and following computerized system for stock verification and scan the accession Number of each book in the shelf and it will reflect on Excel sheet. Finally, will prepare a list of missing numbers out of scanned numbers and once again will re-check in the library.

The final report will be prepare, submitted to the Head of the Administration of the institute, and will discuss the causes of loss of books in the library.

24. Library Weeding Process Guidelines:

Weeding the collection is as vital to the health of the library as adding new titles. Each item, through its quality, reliability, current usefulness and appearance must earn its place on the shelf, and contribute to the reliability, reputation, and attractiveness of the

Procedure to identification of weed out books.

Text Books: Multiple copies of old / outdated textbooks that are not being used for past ten years may be weeded out retaining one copy of each title. Old copies



of the textbooks can be transferred to the Concerned Department for departmental library.

- a) **Project Reports:** The reports submitted by students from past ten years, will be identified older than the ten years and weed out.
Reference Books: Old editions of encyclopedia and other reference works may be weeded out especially if their older versions are available on CD ROM.
- b) **Damaged Books:** mutilated books that are beyond repair may be Weed out.
- c) **KIM Materials:** Print versions of KIM Materials may be weeded out if the Library acquires them on electronic media.
- d) **CD ROM / Floppy** which are not working properly (Either book companion CD and Purchased) will be identified and weed out.
- e) **MDP Materials:** MDP Materials which are not used from past ten years will be identified and on the faculty instruction will be disposed.
- f) **International Journals:** All International Magazines and Journals need to be preserved up to ten years making bounded Volumes (Library should have bounded volumes) and older than ten years can be weed out.
- g) **National Journals and Magazines:** Every Two to Three years minimum we should maintain in the library and older than that need to be disposed.

Process of Weeding out

- h) The Library staff should scan the books, section by section, following the above guidelines and identify books that may be considered for weeding out.
- i) These books may be kept separately until the final decision.
- j) Subject-wise list of such books may be prepared and should be circulated not only to the concerned subject /department but also to other subject /departments.
- k) On the recommendations of the Subject expert / Heads of departments, a final list of books recommended to be weeded out may be prepared. The Subject expert / Heads of departments, if so desire, may physically check the books kept separately in the Library before giving their recommendations.
- l) The final list may be submitted to the appropriate authorities for writing off.



- m) After the books have been written off, the Library will formally withdraw these books from its records such as Accession Register, Catalogues, etc.

25. Disposal of the Weeded out Publications

The KIM Library was of the opinion that although these books would be discarded from KIM Library, still some of them may be useful to individuals of KIM and other institutions that may not be able to afford the latest books. Keeping this in view, the following recommendations were made:

- i) In case the Subject Expert /Department Head may like to have any of the discarded publications, particularly old reference works, they may be given the first preference.
- ii) The books approved for weeding may be offered to the faculty, students and staff (strictly in this order) on first-come-first-served basis. Sufficient time may be provided to students / faculty before discarding the books.
- iii) The discarded books may be sent to other the institutions on first-come-first-served basis. Institution desirous of getting the discarded books would be responsible for charges incurred on post.

The books that could not be disposed in steps mentioned above or ephemeral and unwanted material received free of charge from time to time, may be destroyed by pulping through papers mills or disposed of as waste paper by following the institute procedure for such disposals.

Director
(Biplab kumar Biswal)

Dean
(Dr. B V Nagaraj)

Librarian
(Dr. Danappa Pattar)