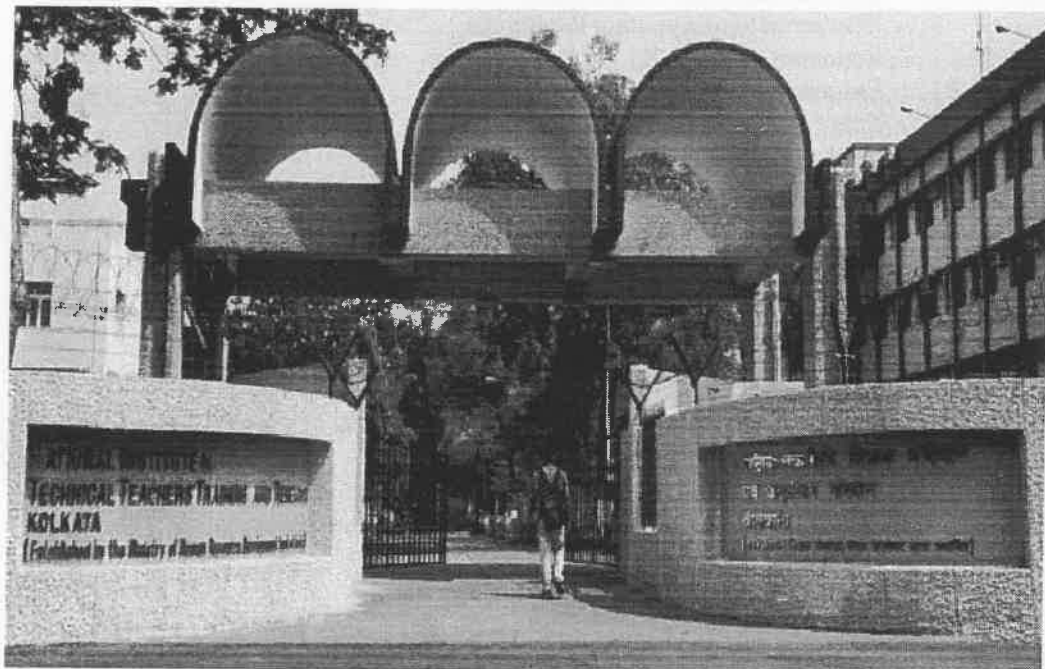


Manuals of Library Rules, Regulations & Standard Norms



National Institute of Technical Teachers' Training & Research, Kolkata

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About NITTTR, Kolkata

National Institute of Technical Teachers' Training & Research (NITTTR), Kolkata was established in 1965 as Technical Teachers' Training Institute, Calcutta. This was the first of four such Institutes (other three being at Chandigarh, Bhopal and Chennai) established by the Department of Education, Govt. of India as fully Centrally funded Autonomous Institution. The primary focus of the Institute is to provide in-service training to the teachers and staff of degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education of the country. NITTTR, Kolkata has been actively involved in improvement of quality of the technical education system in various states including those in the north-east through innovative academic interventions, providing assistance to policy makers at the national and state levels, in formulation of educational plans, projects and their implementation in the fast changing scenario. By virtue of working closely over the last few decades, this institute has developed a thorough understanding of the technical education needs of the states in the eastern region including those in the north-east. Govt. of India, 2003, accorded national status to the Institute, in recognition to the expert services rendered for overall improvement of quality of Technical Education System. NITTTR, Kolkata acts as a catalyst in introducing changes in the various components of technical education system, plays a proactive role in identifying changes in the industry, technology, economy and society and acts as a facilitator in this process of change.

Some of the notable national level Projects in which the Institute is associated are Nodal agency to centrally sponsored Community Development through Polytechnic Scheme, designing & conducting AICTE sponsored "Induction Training Programme" for fresh teachers of Engineering and Polytechnic Colleges, facilitating implementation of centrally sponsored scheme for Integrating Persons with Disabilities (PWD) in the Mainstream of Technical & Vocational Education etc.

The focal activities of the Institute are, Short Term Training, Curriculum Development, Learning Resources Development, Research in the field of Technical Education System, Educational Management and Extension Services. Beside regular activities, the Institute has been offering AICTE approved M. Tech. Degree programmes in Manufacturing Technology, Multimedia & Software System and Mechatronics Engineering.

The screenshot displays the official website of the National Institute of Technical Teachers' Training and Research, Kolkata. The page features a dark header with the institute's name in English and Hindi, along with its status as an autonomous institute under MHRD, Govt. of India. A navigation menu includes links for Home, About Us, Academics, Departments, Faculty, RTI, Others, and Contact Us. The main content area is divided into several sections: a Director's Message, an STTP's Calendar with dropdown menus for Monthwise and Faculty-wise selection, and an Announcement section. A large photograph of the institute's building is prominently displayed in the center. The footer contains the text '1'.

Library, NITTTR, Kolkata

Any library goes through certain major activities of procuring and lending books and other learning resources to its user based on their demand. Similarly, the library of NITTTR, Kolkata also follows the processes of procuring, accessioning, inserting call numbers, cataloguing shelving etc. of resources. At present there are more than 23000 no. of books and 2600 no. of journals (back volumes) 1400 no. of IS Codes etc. The Institute library provides various services to users:

- ❖ Lending services
- ❖ New arrival display services
- ❖ Alerting about new arrival over email
- ❖ Reading facility
- ❖ e-Resource dissemination services
- ❖ Reference services

For the smooth functioning of library, certain rules, regulations and standards norms have been adopted which ought to be followed by any library personnel as well as users of this library.

1. General Rules and Regulations

- All the students/scholars and outsiders entering the library shall keep their bags and other belongings at the entrance.
- User will be requested not to leave any valuables at the check point. Library is not responsible for any loss of personal belongings.
- All files, books and notebooks must be presented to the checkpoint for inspection while leaving the library. Library does not permit any exception in the observance of this rule
- Identity Card is compulsory for getting access to the library.
- Books removed from the shelves by users, should be kept on the book trolley or on table nearest to them after use. User will be requested not to put the books back in the shelves.
- The newspaper(s) should be folded properly after reading and kept back in the designated place
- Readers should not deface, mark, cut, mutilate or damage library resources in any manner.
- If anyone is found doing any malpractice, he/she will be charged the full replacement cost of the resource as per rule.
- Books borrowed are to be protected from rain, dust, insect, etc.
- Users are requested not to give books borrowed from library to others on their names.
- Proxy is strictly prohibited.
- All the books issued to the students must be returned once end examination is over before leaving the station
- In case, students stays in the campus during the summer vacation and wants to make use of the library, she/he has to get permission from the librarian on the recommendation of their respective faculty member. However, no books will be issued during vacation.

- Before registering for new semester, all the dues of the library must be cleared including overdue books, else, these borrowing facilities shall be withheld
- Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain dignified silence
- Spouse and children of the employees residing in the institute campus may be allowed for library consultation purpose, against their valid identification card
- Smoking is not permitted in the library
- All users are requested to keep their mobiles switched off or in silent mode in the library
- Beverages and eatables are not allowed inside the library
- No visitor or guest is permitted to use the library without the prior permission of the library authority. He/She is required to produce a proper introduction letter from the concerned Institution/Organization to which he/she is attached.
- No photograph of the library shall be taken without the prior permission of the library authority.
- Library reserves the right to call back any issued book/item at any time
- All the rules, terms & conditions as mention in library manual may change as on when required with due approval from the Library Committee/Director
- Users have to sign at the time of returning their borrowed library material in the issue register or book card.

2. Procurement of Learning Resources

Procurement of learning resources constitutes the primary responsibility of library. It requires a systematic effort in building up the collection of resources. Procurement involves identifying, evaluating, selecting, process of approval, purchasing and accessioning, making it available to retrievable users. Whether it's a book, journal or an online database, any learning resource that gets added has to go through a rigorous selection process. Wise selection as well as procurement in the library satisfies first, second & third laws of library science.

First law: Books are for use.

Second Law: Every reader his book.

Third Law: Every Book its reader.

2.1 Procurement of Books

- Procurement of books, reports etc. is a routine and continuous process throughout the year.
- IS Codes are purchased by the library only on request from the concerned faculty.
- Books and other reading materials are procured mostly on the recommendations of faculty members and the library committee.
- In case of purchase of Text Books, one copy for five students (6:1) ratio is followed at present, subject to change from time to time.
- Students/Research Scholars may also submit requisition for procuring books provided their requisition is endorsed by the concerned Faculty/Head of the Department (HOD).

- All faculty indents are to be duly forwarded by HOD of respective departments which will be approved by the Director of the Institute.
- Finally the indents are approved by Director.
- After getting final approval by the Director, Purchase Orders will be issued by the Director.
- The ordering is done by print/ online/ e-mail whatever mode depending upon the convenience of the library with standard terms and conditions. Hardcopy of the order has to be received and duly signed by the vendors.
- A copy of the order file of all library documents has to be maintained in the library.

2.2 Empanelment of Vendors

- a) Library may purchase books etc. from the reputed and standard book suppliers empaneled in the approved list of library book vendors, on prevalent terms and conditions. Empanelment of vendors will be done by a committee constituted by the Director.
- b) A Panel of Vendors based on their performance like response to the order queries, speed of supply, adherence to the terms and conditions etc. may be prepared after a certain interval.
- c) A list of such vendors and the book suppliers should be prepared and if they agree to the terms and conditions, the list is to be submitted to the Director for approval for the period of three years. List of empaneled vendors to be uploaded on library website.
- d) Reputed Publishers and their distributors in India does not require empanelment, and, orders may directly be placed to them on the same terms of supply.
- e) Updating vendors panel from time to time based on their performance is a continuous activity.
- f) Vendors/publisher/distributors should supply books within specified discount and time.
- g) Condition of the book will be checked after receiving and for that certain time will be taken, and, in case of any book found unsatisfactory , the same will be returned back
- h) A panel of at least 3 vendors for books will be formed.
- i) Rotation mode will be maintained for ordering of books.

2.3 Terms and conditions for Vendors

Library, NITTTR Kolkata is strictly in adherence with the terms and conditions as laid down by bank rate, except for the discount part. However, some important points are as follows:

- a) Supply of publications is to be made at current catalogue price. If the printed price is not available then the price verification certificate has to be produced along with bill/invoice.
- b) Foreign exchange rates to be charged according to (bank rate) on the basis of the bill date.
- c) In case of books, a certain percentage of discount has to be given by vendor/supplier as mentioned in the terms & conditions of NITTTR Kolkata and which will be accepted by vendors.

- d) In the case of short/no discount titles (such as Central and State Government publications) or titles procured from abroad against specific orders or Indian publications, the supplier may charge 15% on the net landed cost of the publication. The invoice of publication may be worked out as follows:
Published price minus (-) discount earned (if any) plus (+) 15% handling charges of the agent. To this is to be added the actual freight, clearance, bank and postal charges; documentary evidence is to be given to library for such charges on demand. Supplier has to provide notes on the bill mentioning reasons for short discount.
- e) Wherever advance payment is required, the same may be made and a record thereof should be maintained.
- f) In case of online book purchase sometimes cash on delivery is necessary. In that case certain amount to be kept for cash on delivery.
- g) It has to be certified on bills by library that (i) only latest editions have been supplied, and, (ii) prices have been correctly charged in accordance with the publisher's latest catalogue.
- h) Unless otherwise mentioned on the books, all bills to carry the price proof (like photocopy of publisher's catalogue, print out from publishers online catalogue, distributors invoice of the vendor).
- i) The purchase order issued will be valid for only 120 days, unless otherwise mentioned.
- j) In the case of a book having both Indian and foreign publication; Indian publication price will be considered.

2.4 Procurement Process

I. Initiation of Acquisition

- Recommendations will be received through Indent Form/e-mail only with signature. However, a hard copy has to be signed later by the person indenting the order with e-mail request.
- Finding out the exact details of the Title/s recommended.
- Duplicate checking.
- Exact information will be preferred.
- Placing for approval (Librarian/ In-charge Library).
- Preparing and issuing purchase orders.
- Maintaining purchase order record.

II. Accessioning

- Receiving Books from suppliers/vendors.
- Cross checking with purchase orders.
- Accessioning: Enter the details of the Book/s and Invoice/s in Accession Register. Also incorporating the accession number in the bill beside the title with red ink. Similarly assigning the bill/invoice no. date and vendor details at the last page of the book with pencil.
- Making necessary entries in invoice/bill and forward invoice/ bill for further processing, maintain bill record/file, etc. Also assigning original bill no, vendor ID and date on the last page of the book.
- Incorporating bibliographical details, accession number, bill/invoice details in library management software.

III. Invoice Processing

- Making necessary entries such as putting the accession no. beside each title in invoice/bill register. Also at the bottom of each page the starting accession no. and end accession number has to be incorporated, in case of continuous accessioning. If there is no continuity of accession numbers every accession numbers to be written at the end of the page of the invoice.
- The Foreign exchange rate verification as per bank rate should be highlighted and the particular accession number to be integrated beside it.
- Verification of Price Proof for the Publication and for book on which price is not mentioned (Photocopy of the Publisher catalogue / Print out from the Publisher's Website / photocopy of the invoice received by the supplier from the distributor).
- The invoice raised by the supplier be processed and verified duly enclosing the relevant documents. The payment advice be forwarded by the librarian/library In-charge to the Accounts section for payment.

IV. Technical Processing of the Book

Technical processing of books and other library materials can be considered as the back bone of any library system. Effective service to the users can be catered with the help of efficient technical processing of library materials and satisfying second law, third law and fourth law of library and information science.

V Inserting Call Number

Inserting Call no. involves incorporating class no + book no. for inserting unique identity of a book or library material.

- Classification of Books/Thesis/Dissertations or any library material in the NITTR Kolkata Library is done on the basis of a standard known as The Dewey Decimal Classification and Relative Index (DDC). Edition schedule to be mentioned.
- Assign Book No. with the help of another standard. Full title, edition to be mentioned.
- Write the Class No, Book no. and Collation on the back of title page.
- Introduce Barcode system

VI Cataloguing

- Bibliographic details of each book to be entered into Cataloguing module of the Library management software according to AACR2 Standards and Marc 21 format.
- 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.
- Inserting subject in the software with the help of standard known as Subject Heading List mention the title of the Subject Heading List, edition.

VII Processing Books

- Library Stamp to be put on the back of Title Page, on Secret Page and on the Last page physically.
- The barcode stickers can be considered as spine labels where both accession number and call number to be printed out along with the logo of NITTTR, Kolkata. Bar Codes are to be pasted on the Front Page and on the Title page and laminate it with cello tape.
- For the purpose of safety, a register is to be maintained, where in two columns beside accession number stick the barcode.
- Absolutely ready new books are sent to new arrivals display rack for 15 days.
- Once display date is over, these books are sent to Reference Section or Reserve Shelf, on the basis of the options determined by the Librarian/Library in Charge. Information about new arrivals to be uploaded on library website. Eventually, user community will be informed over email about the newly arrived library material.

VIII. Resources Generated by NITTTR Kolkata such as Dissertation/Thesis/Reports and the Books received as Gift

- These items are to be treated same as books processing.

3. Gratis and Exchange reading materials

- i. The documents relevant to the scope of the Institute's training and research activities may be added to the collection.
- ii. Gratis may be accepted from the Institute's faculty, scholars, or external institutions and organizations, in case the same is not available with NITTTR, Kolkata and relevant to Institute's research activities. Also the physical condition of the documents are considered at the time of receiving it in the library. Librarian/In-Charge of the Library has right to accept or to reject the Gratis material, depending of circumstances.
- iii. Duplicate documents are generally avoided unless essential.
- iv. Gratis books or other materials are not treated as separate collection
- v. A record in the form of accession register of gratis items are maintained.
- vi. Library authority takes care of acknowledging the Gratis documents.
- vii. Gratis documents are not accessioned in purchase/ accession register of the Library.

4. Non-Book Materials

- i. A small collection of Non-Book Materials such as CD-ROMs, Audio-Video Cassettes, etc. are maintained at the Periodicals Section or as decided by the Librarian.
- ii. These materials remain open to all Library users.
- iii. A separate record in the form of accession register is maintained for these non book materials.

5. E-resources

- E- journals, E -books, E - databases, (including archival) etc., are the resources available in electronic form and one can have virtual access to them.
- There is a need to have a major shift of our print resources to e-resources. This would resolve other management issues.
- E-books are now need of the hour therefore E-books collection may be developed on demand to fulfill the requirement of teaching and research activities.

6. Circulation Section and Borrowing Privileges

Circulation Section handles the Front Desk operations of the library and is very important as it is the prime contact point for the users with the library. Efficient functioning of circulation desk leaves a lasting impression on the user and hence it is very important section of the library. It also satisfies the fourth law of library science.

Users of NITTTRK are following categories:

- Director
- Members of faculty
- Students
- Researchers
- Library personnel
- Staff members & other administrative personnel
- Users from external Institutions

Major Activities of the Section are:

- i. Issue and return of reading materials (primarily books).
- ii. Attending the users query for effective interpretation of library rules and regulations.
- iii. Registration of new library members.
- iv. Inter library loan services.
- v. Maintenance and incorporating all data related to users at circulation desk
- vi. Sending reminders to users for overdue documents.
- vii. Correspondence / No dues issuing.
- viii. Assisting the users to access Web-OPAC
- ix. Maintaining issue register. Users are to sign the register while borrowing a document from the library and also at the time of returning the same.

6.1 Issue/Return procedure

- Issue/Return of library materials is a routine operation of the Library.
- User has to submit a requisition and wait until issuing procedure is complete.
- Similarly user has to wait in the circulation counter until the return procedure is complete.

Mention the hours for issuing. Also mention the recess time.

6.2 While Issuing books

- Quickly glancing the book placed for issuing is normal practice for verification of any damage.
- Damaged books are not meant for issuing.
- At the time of issue, the book from user account (scan the barcode to capture the details of issued books from circulation module of Library Management Software) is credited and handed over to the user.

6.3 While receiving the books

- Similarly, quick glancing the book returned by the user is normal practice for verification of any damage.
- Check due dates for necessary action.
- At the time of return, the book from user account (scan the barcode to capture the details of returned books from circulation module of Library Management Software) are debited and sent them to stack for shelving or put for reservation, and, send the information to the user concerned is sent.

6.4 Loan Criteria/Borrowing entitlements for faculty/Students/Admin

No. of items entitled for borrowing:

| Borrowers | No. of Documents entitled | Loan Period |
|-----------------|---------------------------|-------------|
| Faculty Member | 50 | 90 days |
| Staff Member | 6 | 30 days |
| External Member | 6 | 15 days |
| M.Tech. Student | 6 | 30 days |

Borrowing privileges may change on the basis of the decision of the Library Authority.

6.5 Documents which are eligible for borrowing

- Books from the general shelf can be borrowed.
- CD ROMS, DVDs and audio video cassettes can be borrowed for a short period only (02 Nos. items for 2 days).
- Other documents will be borrowed depending on condition.

6.6 Documents those are for reading within the library premises

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing outside the library premises.
- Sometimes overnight issue is allowed if properly forwarded by the higher authority.
- Dissertations/Project Works submitted by students can be issued for reading purpose with in the reading room premises only.
- Reserve shelf books are not meant for issuing.
- On special circumstances, these materials can be issued on the discretion of the Library authority

6.7 Renewals/Reservations and Over Due charges

For renewal, a user has to bring books to circulation counter. If the book requested for renewal is not on demand, then a user (except faculty) may renew the book consecutively two times only. The Library has the right to recall a book if the same is required by another user.

6.7.1 Fine System

- An over-due charge of Rs. 1 per day shall be charged against each book/document not returned within the due date (overdue charges may go on changing from time to time).
- Maximum over-due charges can be charged equivalent to the cost of the book.
- Overdue book must be submitted to library within 06 months (one semester), failing which, overdue charges equivalent to cost of the book will have to be paid to the library.
- Overdue charges are to be deposited to the Accounts Section quarterly on the basis of overdue charges issued by the library.
- Until overdue charges are paid, defaulter will be not be allowed for issuing books or any library material.
- He or she may use the reading facility of the library during the defaulter period.

6.7.2 Loss/mutilated/damaged documents by library user

- Borrowers are solely responsible for the documents borrowed.
- Documents lost, torn or damaged (tearing of pages, underlining, making notes, damaging of binding and the like) shall attract serious action including suspension of membership and/or replacement of documents concerned. The same shall also will be informed to the authority. This will have an impact while producing no dues certificate which is provided by library authority at the time of release from NITTTR Kolkata.
- The lost/damaged document shall be replaced by the borrower with latest edition (HB or PB as the case be) else, equivalent amount plus an additional charge of 20% of the price for the documents published abroad and 10% for the documents published in India. If the damaged document belongs to a set, then the user is responsible for the entire set. In case, lost/mutilated/damaged document is out of print, any amount as fixed by the Librarian is liable to be paid by the borrower.

7. Outside Visitors/Users

- Students/researchers from outside NITTTR Kolkata who want to make use of the Library facility, are allowed to use the library for consultation only, except for the online data bases, with a prior permission of librarian. Visitors need to produce a letter of introduction from their parent organizations with a valid identity cards. A consultation pass shall be issued to the visitor for a short period.
- A register to be maintained, in which outside members are to sign as well as at least put the accession number of the book consulted. Also the entitlement of document delivery etc. is to be clearly mentioned.

8 Theft/Misuse of Library resources

The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously. If found guilty, the matter will be reported to LAC/Director for necessary action

9. Copyright

All the online resources, CD-ROMS, Video Cassettes accessible from NITTTR Kolkata Library are copyrighted works. Hence, copying, publishing, disseminating, displaying, performing, or playing without permission of the copyright holder except in accordance with fair use of licensed agreement is not allowed. The library may terminate the library access to users who are found to have repeatedly infringed the copyright of others.

10. Licensing Restrictions

Electronic resources listed on the NITTTR Kolkata Library website are restricted by license agreement to members of the NITTTR Kolkata community for the purpose of research, teaching, and private study. Commercial use, systematic downloading, copying or distributing of information is prohibited. The users are requested to strictly comply with these terms.

11. Use of computers/laptops etc.

- ❖ Computer in the library premises should be used for academic purposes only.
- ❖ Online chatting/dating, browsing of social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.
- ❖ Playing games on computers is strictly prohibited in the entire Library premises.
- ❖ Readers will not share their Internet access ID and Password with other students.
- ❖ Changing the settings and display of the computers kept in the Library is not permitted.
- ❖ Use of laptops in the cubical systems where computers are already installed is not permitted.
- ❖ Readers should not remove/unplug computer cables/connections, network cables and other peripherals/accessories in the library.
- ❖ Personal keyboard, mouse, etc. are not allowed inside the Library.
- ❖ Students must take care of their Pen drives, CD/DVD ROMs, mobiles and wallets etc.

12. Stock Verification and Procedure to withdraw Books

12.1 Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity is fixed:

| Size of Library | Periodicity |
|--|---|
| Up to 20,000 volumes including journal back volumes | 100% physical verification every year |
| Above 20,000 and up to 50,000 volumes including the journal back volumes | 100% physical verification at 3 year intervals |
| Above 50,000 volumes including the journal back volumes | Sample physical verification at intervals of not more than three years should be done. In case such a verification reveals unusual or unreasonable shortages, complete verification shall be done |

(Ref. GFR 2017, Rule No.215 (i) Page No. 59)

The sample can be of random generation of numbers. The verification will be carried out by members consisting as designated by the Director.

12.2 Procedure for write-off

- List the documents not found during stock verification, along with price and total estimation of loss.
- Compile a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Director will be informed and necessary direction in this matter to be obtained.
- Make necessary entries in the accession register, write-off register, assets register, etc.
- Close file
- Improve the system with additional precautionary measures
- Loss of five volumes per one thousand volumes of books is issued/consulted in a year may be taken as reasonable provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken. (Ref. GFR 2017, Rule No.215 (i) Page No. 59)

13 Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. Users can also contact staff on duty for any assistance. Library also has access to online reference sources which may be accessed from the library website.
