



D.E. Society's Brijlal Jindal College of Physiotherapy, Pune

LIBRARY

STANDARD OPERATING PROCEDURE (SOP)

Preamble:

An integral part of the college infrastructure, a library provides a suitable learning environment and an access to an extensive range of informative resources like books, e-books, journals, e-journals, magazines, question banks, to improve the knowledge and thought process of the academic fraternity and students.

Objectives of the library:

1. Library serves the information needs of college students, faculty, and researchers. College libraries typically provide access to a broad range of resources, including books, journals, digital resources, and other materials that support the college's academic programs and research interests.
2. It develops a habit of the deep and advanced studies of subjects beyond the textbooks of subjects in students.
3. It informs the teacher of the latest updates in their respective subject area
4. To provide materials to support the curriculum to enhance the understanding of different subjects among the students,
5. To foster effective study habits among the students and teachers.
6. To provide the teachers and students with updates in their respective subject area.

Roles and Responsibilities of the Librarian:

- To issue the library cards to the students at the time of admissions and conduct orientation for use of Library facilities.
- To issue library resources and services to the staff and students.
- To update Library database as and when the new books are purchased and assign appropriate accession numbers to the books.
- Cataloguing and record keeping of library materials
- To organize collection and acquisition of new library material, i.e. Ordering books, journals and other resources
- To serve the users information about online facilities.
- To monitor the usage of computers of the library.
- To carry out stock verification and loss of books periodically.
- To write off and weed out the old books, journals, magazines, after following standard procedures
- Acting as a link between students and faculty members.
- Making sure all users can access library resources
- To monitor discipline in the library premises and maintain the footfall.



Library Committee:

Constitution

Sr. No.		Designation in committee
1	Principal	Chairperson
2	Faculty member	Committee Coordinator
3	Librarian	Secretary
4	4 HODs	Member
5	Student members 1 from each I, II, III, IV B.P.Th. and I, II MPT	Member

Roles and Responsibilities

- To setting policies related to the library's operations and services, including issues such as access to materials, behavior within the library, and use of technology.
- To overseeing the library's budget and allocating resources to various areas, such as collection development, technology, and programming.
- To serve as a forum for user input and feedback, allowing library users to provide input on issues such as collection development, programming, and policies.
- To work towards the modernization and improvement of library and documentation services.
- To adopt the measures to enhance the maximum utilization of the resources
- To arrange for the stock checking of the library.
- To recommend the authorities the fees and other charges for the use of library
- To recommend the departments in procuring the books, journals etc.

SOP for Purchase of Library Books: (Acquisition)

1. Faculty recommendations
2. Reviews of professional literature
3. Price and date of publication
4. Relation to current trends
5. Reputation of author and/or publisher
6. Quotations invited from the vendors
7. Finalised by the Principal
8. The order will given to the vendor whose quotation is lowest.

After procurement: Cataloguing functions

1. Cataloging and classification.
2. Physical preparation of material for use.
3. Maintaining catalog records.

Processing of the books includes pasting of the issuing slips, placing the barcode tags and stamping the books. After that recording all the information about the book in Accession Register and ERP..

The books are then display in the new arrival shelf kept outside the library and later placed in the shelves according to their classification number.

Books are ready to issuing transaction



Integrated Library Management System -ILMS

A library management system is software that is designed to manage all the functions of a library. It helps librarian to maintain the database of new books and the books that are borrowed by members along with their due dates.

This system completely automates for all library's activities. The best way to maintain, organize, and handle countless books systematically is to implement a library management system software.

A library management system is used to maintain library records. It tracks the records of the number of books in the library, how many books are issued, or how many books have been returned or renewed or late fine charges, etc.

Also, librarian can find books in an instant, issue/reissue books quickly, and manage all the data efficiently and orderly using this system. The purpose of a library management system is to provide instant and accurate data regarding any type of book, thereby saving a lot of time and effort.

The acquisition & cataloguing module of the library management system enables the librarian to select & buy books, journals, and other resources and create a database of the same for easy book search.

The serial control module of the library software enables the librarians to handle or control processes such as subscription, renewals of books or their cancellations and generate accurate. The circulation module enables the librarian to create and manage borrower types along with keeping a tab on their book issue date, return date, dues and fines. It enables a smooth circulation of books in the library.

Management information systems or MIS reports related to the library allow the librarian to extract crucial data & information of all the library transactions at a few clicks. Accurate MIS reports fostering better decision-making.

Deccan Education Society purchased ERP software from MasterSoft Education in 2020-21 academic year. ERP Software is cloud-based software for schools and colleges that automates all major processes of an educational institute.

M-OPAC (Mobile-Online Public Access Catalogue)- Library Mobile App

M-OPAC is a digital catalogue that enables the users to search for books, journals, or any other material by entering keywords such as the name of the book, its title, author's name, etc.

Mobile - Online Public Access Catalogue or **M-OPAC** is a mobile-based smartphone app that enables users to search for any book via their smart phones by entering keywords such as author's name, title, etc.

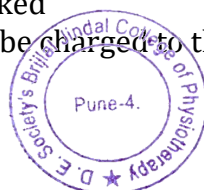
- Users have to download M-OPAC app free from Google Play store and register himself/herself.
- When students enter in the library they should scan **QR code** for check in and checkout time.
- Many types of reports have become easier with the help of ERP.

Rules regarding issue and reissue of books:

1. One book can be issued to a BPTTh (UG) student for a period of 8 days.
2. Two books can be issued to MPTTh (PG) student for the period of 8 days.
3. A book can be reissue at a one time
4. Three books can be issued to the teaching staff for a period of 365 days.
5. Student library card to be submitted during the period of issue the book.

Return of books:

1. Books are physically checked
2. Fine of Rs 10 per day will be charged to the students in case of delay in returning the book



Stock Taking:

Stock verification in a library is a very important function and involves checking of books that are in stock. The stock verification in library is performed to count the number of missing books and the ones that are in circulation along with those books that exist at the library shelves.

The library staff will also go through the book lists that are available in the library and physically checked the books.

I would like to quote Dr Ranganathan, the father of Library Science in India that "It is better to lose a book than to lose a reader"

E Resources

MUHS Digital Library Institutional registration of e-resources

1. National Digital Library India
2. SWAYAM
3. KNIMBUS
4. E-shodhganga –Free access
5. E-Shodhsindhu
6. Others as purchased

Library Services

1. Borrowing and Issuing of Books / Journals/Projects/CDs
2. Access to e-resources (e-Journals /e-books)
3. Reference Service
4. Internet Browsing
5. Reprographic Service (Xeroxing, Printing and Scanning)
6. Old Question Papers
7. Library OPAC
8. Book Bank Service
9. Library Orientation Programme
10. Departmental Library
11. Interlibrary Loan

Library Activities:

- Vachan Prerna Diwas



- World Book Day (Visit to Wadia Library)
- Book Exhibition

Strengths:

1. The Library has the good collection of books
2. The library is equipped with internet facilities
3. The library has an open access system
4. Print out facilities is provided with minimal charges.
5. Is frequently updated.



A handwritten signature in blue ink, appearing to read "Jany".

PRINCIPAL
D. E. Society's Brijlal Jind
College of Physiotherapy
Pune





D.E. Society's

BRIJLAL JINDAL COLLEGE OF PHYSIOTHERAPY

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Approved by Govt. of Maharashtra, Maharashtra State Council of OT/ PT, Indian

Association of Physiotherapist & affiliated to Maharashtra University of Health Sciences, Nashik

4.3.1 RELEVANT INFORMATION

LIBMAN-MasterSoft-

<https://libcloud.mastersofterp.in/Homepage/Index/ESTllyGgcVY=>

OPAC is available through ERP - <https://libcloud.mastersofterp.in/OPAC V3/>

All books bar-coded & barcode generated through ERP-

<https://libcloud.mastersofterp.in/BarcodeOnA4Paper/Index/00005j>

ERP –Home Page, Librarian portal

The screenshot shows the MasterSoft ERP Librarian portal. The browser address bar indicates the URL: <https://libcloud.mastersofterp.in/QRCodeGenerator/Index/00006n>. The page title is "QR Code - Library Visitor's Management System". The main content area features a large QR code with the instruction "Scan Library QR Code through MOPAC App". To the right, there is a section titled "Library Visitor's Management" with the college logo and name: "D.E.Society's Brijlal Jindal College Of Physiotherapy, Pune". Below this, an important notice states: "Important - Scan your Library QR code from MOPAC App to checkin and checkout into the Library Information Center and mark your attendance/visit in library to get benefits of readers rooms, reference books and many more facilities available in our library. Thank You." At the bottom, there is a link to download the "Library - MOPAC App" from Google Play. The sidebar on the left contains various navigation options: Dashboard, Library Analytics, OPAC Search, Library Set Up, User Definitions, General Masters, Library Master Define, Acquisition & Catalogue, Circulation, and Circulation Reports. The footer of the page mentions "Designed and Developed by MasterSoft ERP Solution Pvt. Ltd." and includes a "Help" button.

Designed and Developed by MasterSoft ERP Solution Pvt. Ltd.



ERP Librarian portal

MasterSoft Accelerating Education

LIBMAN | Central Library

https://libcloud.mastersofterp.in/Homepage/Index/ESTIlyGgcY=

Deepa Bagde

234 Total Borrower
Total borrower registered in Library.

1314 Total Books
Total accessioning of books in Library.

69 Total Journal
Journals and Magazine defines in Library.

0 Total Newspaper
Total Newspaper defined in Library.

NEWS

PDF-Overdue Details

Excel-Overdue Details

Library Overview Details

ACTIVE MEMBERS
EMPLOYEE BORRO.
STUDENTS BORRO.
DUE BOOKS
ISSUED BOOKS
PRESENT BOOKS

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Quick Links

Book Issue Return

Add More

Username - library@desbjcp.com

Email - library@desbjcp.com

Mobile - 9325148112

Designed and Developed by MasterSoft ERP Solution Pvt. Ltd.

Help

For Book Issue and Return Transaction

MasterSoft Accelerating Education

LIBMAN | Central Library

https://libcloud.mastersofterp.in/BookIssueReturn/Index/00002x

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Issue Mode Return Mode Renewal Mode

BT Number * 737913

Borrower Name * MUGDHA AVINASH JOSHI

Valid Date 31/07/2023

BT Issue Date 13/08/2022

Designation

Enrollment No

Branch / Department B.P.TH/First Year

BT Status * ACTIVE

BT Type Student

No of Issue Left 1

Duration (In Days) 8

Issue Date 22/06/2023

Tentative Due Date 30/06/2023

SeriesCode * Please Select

Acc No. * Enter Acc No.

Cir/Ref/BBank Enter Circulation/Ref/BBank

Book Title Enter Title Name

Author Enter Author Name

Sub Title Enter Sub Title

Subject Enter Subject

Class/Call Number Enter Class Num

Edition Enter Edition

Publisher Enter Publisher Name

Year Enter Year Name

City Name Enter City Name

Pages

Remark If Any Enter Remark If Any

Previous Issue Books

Balance Late Fee :300.00

Add To Cart ?

Total Books in Cart

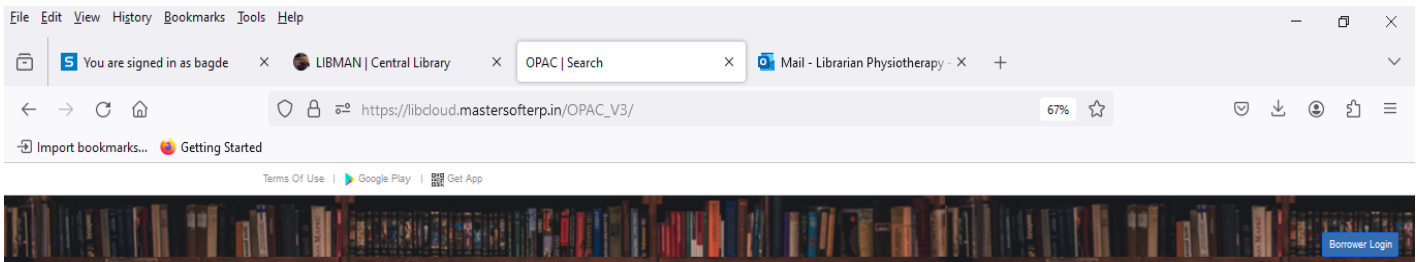
Issue Book Return Book Renewal Book Cancel

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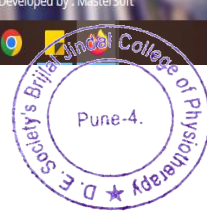
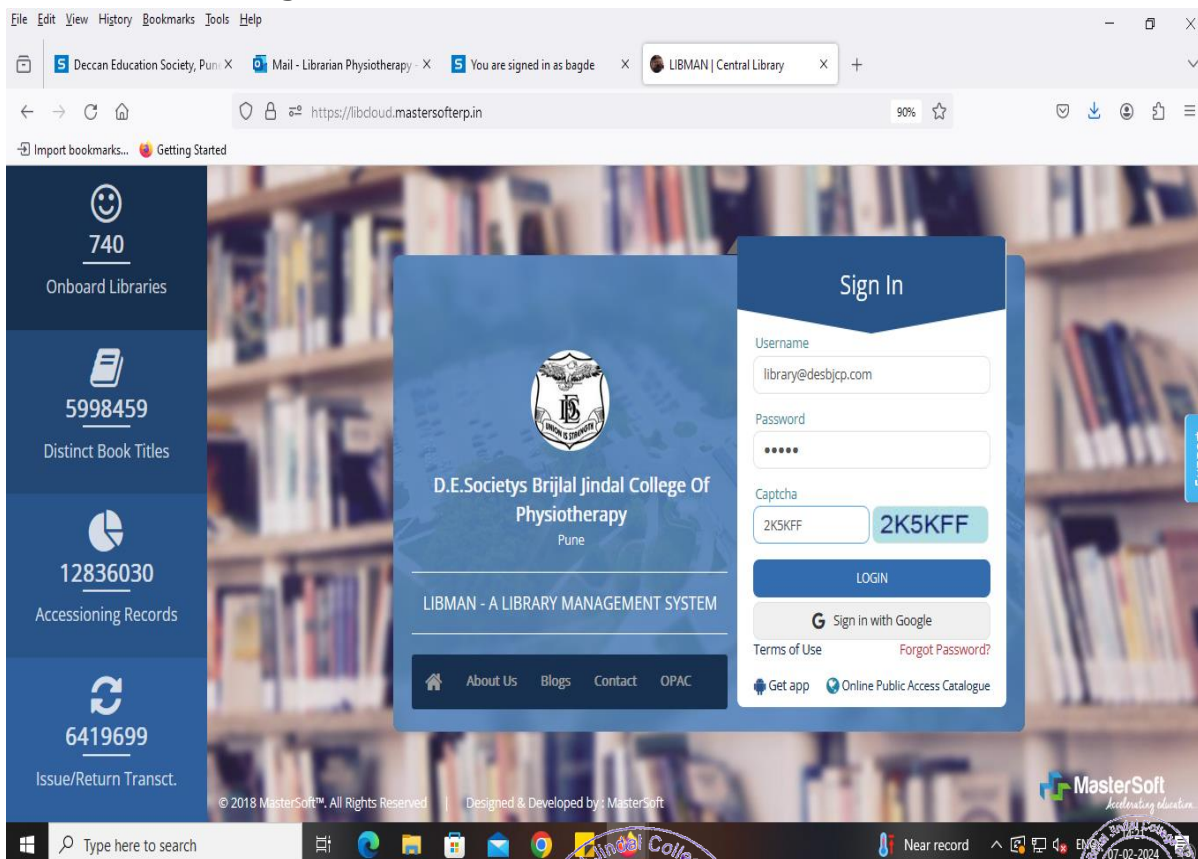
Help



OPAC Search



ERP- Librarian login



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