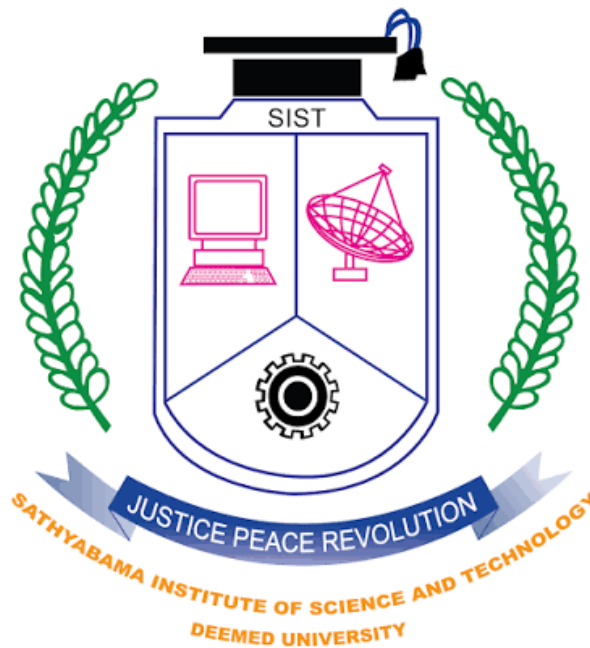


STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/PHE/2025-2026/02



**Sathyabama Institute of Science and Technology
(Deemed to be University)**

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DOCUMENT CONTROL SHEET

Particulars	Details
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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



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STANDARD OPERATING PROCEDURE (SOP) FOR LIBRARY

1. PREAMBLE

The Library is the intellectual hub of Sathyabama Institute of Science and Technology and plays a pivotal role in supporting teaching, learning, research, innovation, consultancy, and lifelong learning. The Library provides access to a wide range of print and digital resources including books, journals, e-journals, e-books, databases, magazines, newspapers, multimedia resources, and institutional repositories.

This Standard Operating Procedure (SOP) establishes a systematic framework for the acquisition, processing, circulation, maintenance, utilization, stock verification, and disposal of library resources. It also defines the roles and responsibilities of library personnel and users to ensure effective management and optimum utilization of library resources and services.

2. OBJECTIVES

The objectives of this SOP are to:

- Establish standardized procedures for acquisition and management of library resources.
- Ensure efficient circulation and utilization of library materials.
- Facilitate equitable access to print and electronic resources.
- Define responsibilities of library personnel and users.
- Establish procedures for stock verification, accounting, and disposal of resources.
- Promote transparency, accountability, and continuous improvement in library operations.
- Support academic, research, and knowledge enhancement activities of the Institution.

3. SCOPE

This SOP applies to:

- Students
- Faculty Members
- Research Scholars
- Administrative Staff

- Technical Staff
- Library Personnel
- Authorized External Users (where applicable)

The SOP covers all activities related to:

- Procurement of Library Resources
- Resource Processing
- Membership Management
- Circulation Services
- Fine Management
- Digital Resource Management
- Stock Verification
- Record Maintenance
- Disposal and Write-off Procedures

4. LIBRARY RESOURCE PROCUREMENT PROCEDURE

4.1 Resource Identification

Library resources shall be identified based on:

- Curriculum requirements
- Faculty recommendations
- Student feedback
- Research requirements
- Accreditation requirements
- Emerging disciplines and technologies
- Book exhibitions and publishers' catalogues

4.2 Requisition Process

Heads of Schools/Departments shall submit requisitions for books and learning resources to the Library.

4.3 Vendor Selection

The Library shall identify suitable vendors and publishers for procurement.

4.4 Quotation and Evaluation

- Quotations shall normally be obtained from a minimum of three vendors.
- Comparative statements shall be prepared.
- Quality, relevance, availability, and price shall be considered during evaluation.

4.5 Approval and Procurement

The recommendations shall be submitted to the competent authority for approval.

Upon approval and budget confirmation, resources shall be procured and entered into the accession register.

4.6 Resource Availability

After accessioning and processing, resources shall be made available for circulation and reference services.

5. MEMBERSHIP PROCEDURE

5.1 Students

All students admitted to the Institution shall automatically become members of the Library.

5.2 Faculty and Staff

Faculty and staff members shall register with the Library and obtain membership credentials.

5.3 Digital Access

Authorized users shall be provided access credentials for digital library resources, databases, and remote access services.

6. PROCESSING OF LIBRARY RESOURCES

The Library shall process all acquired resources before circulation.

Processing activities include:

- Accessioning
- Classification
- Cataloguing
- Barcode/RFID Tagging
- Ownership Stamping
- Shelving and Display

Digital resources shall be integrated into the Library Management System and made accessible through approved platforms.

7. LIBRARY SERVICES AND RESOURCE UTILIZATION

7.1 Circulation Services

Library resources may be borrowed subject to membership eligibility and borrowing limits prescribed by the Library.

Loan Period

- Books may be issued for a period of 30 days.
- Renewals may be permitted subject to demand and reservation status.
- Faculty members shall renew books periodically as prescribed by the Library.

Borrowing Limits

- Students, Technical Staff, and Administrative Staff: Up to 4 books.
- Faculty Members: Up to 10 books.

Issue Procedure

Books shall be issued through the Library Management System using valid institutional identification and barcode/RFID verification.

Reissue Procedure

Books shall be physically presented for renewal whenever required.

7.2 Reference and Reading Services

Library resources designated for reference use shall be utilized within the Library premises. Users shall maintain silence and adhere to library regulations while utilizing library facilities.

7.3 Digital Library Services

The Library shall provide access to:

- E-books
- E-journals
- Databases
- Institutional Repositories
- Multimedia Resources
- Remote Access Facilities

Authorized users may access digital resources through institutional credentials.

8. LIBRARY USER RESPONSIBILITIES

Users shall:

- Maintain silence and discipline within the Library.
- Handle library materials carefully.
- Return borrowed materials within the prescribed due date.
- Comply with library rules and regulations.
- Avoid unauthorized removal of library materials.
- Use digital resources responsibly and ethically.

Personal belongings may be regulated as per Library rules.

9. NO-DUES AND CLEARANCE PROCEDURE

Students seeking withdrawal, transfer, graduation, or completion of studies shall obtain a No-Dues Certificate from the Library.

The Library shall certify that:

- All borrowed materials have been returned.
- Outstanding fines have been cleared.
- No pending liabilities exist.

Clearance shall be communicated to the concerned authorities.

The list of defaulters, if any, may be forwarded to the Registrar, Controller of Examinations, and Controller of Records for necessary action.

10. FINE MANAGEMENT PROCEDURE

10.1 Overdue Fine

Late return of library materials shall attract fines as prescribed by the Institution.

Current Fine Structure:

- Students: Rs. 1 per day per book.
- Maximum Fine: Rs. 300 per book.

The Library Management System shall automatically calculate overdue fines.

10.2 Fine Collection

- Fines shall be collected through approved procedures.
- Receipts shall be issued for all fine payments.
- Fine records shall be maintained properly.

10.3 Accounting of Fine

The Librarian/Assistant Librarian shall ensure:

- Proper accounting of fines.
- Periodic reconciliation of receipts.
- Deposit of collected fines into designated institutional accounts.
- Maintenance of financial records and reports.

11. LOST OR DAMAGED BOOKS

In case a resource is lost or damaged:

- The borrower shall report the loss immediately.
- The borrower may be required to replace the item with the latest edition or pay the prescribed replacement cost.
- Additional fines or processing charges may be imposed as per Library rules.

The Librarian shall decide the appropriate course of action in accordance with institutional regulations.

12. ANNUAL STOCK VERIFICATION

Annual Stock Verification shall be conducted under the orders of the Registrar.

The process shall include:

- Physical verification of collections.
- Verification of accession records.
- Verification of issued resources.
- Verification of subscriptions and e-resources.
- Verification of fines collected and deposited.

The Stock Verification Committee shall submit a report containing:

- Missing Books
- Lost Books
- Damaged Books
- Obsolete/Unserviceable Resources
- Resources Recommended for Weeding Out
- Books Not Issued for More Than Three Years

The report shall be submitted to the Registrar for further action.

13. WEEDING OUT AND DISPOSAL OF RESOURCES

The Library may identify resources for withdrawal or disposal based on:

- Physical deterioration
- Obsolescence
- Superseded editions
- Irrelevance to curriculum or research
- Excess copies

Disposal shall be carried out with the approval of the competent authority and in accordance with institutional procedures.

14. DEALING WITH LOSSES

Reasonable losses occurring during library operations may be considered for write-off subject to verification and approval by the competent authority.

Losses attributable to negligence, misconduct, theft, or procedural violations shall be dealt with separately in accordance with institutional regulations.

15. RECORD MAINTENANCE

The Library shall maintain:

- Accession Registers
- Membership Records
- Circulation Records
- Fine Registers
- Digital Resource Records
- Stock Verification Reports
- Vendor Records
- Procurement Files
- Disposal Records

All records shall be maintained in physical and/or electronic form as applicable.

16. RESPONSIBILITIES

Librarian

- Overall administration of Library operations.
- Resource planning and procurement.
- Supervision of circulation and digital services.
- Stock verification and record maintenance.
- Compliance with Library policies and procedures.

Assistant Librarian and Library Staff

- Processing of resources.
- User support services.
- Circulation management.
- Record maintenance.
- Fine collection and reporting.

Users

- Responsible use of library resources.
- Compliance with Library regulations.
- Timely return of borrowed materials.



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