



Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy
Approved by PCI, DTE and Affiliated to University of Mumbai
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Library Manual

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What is Library Manual?

Library Manual: Library Manual is the source of information. It includes all departments and their functions and policies in the library.

1 Library Introduction

A library is a collection of Books, E-Books and other material that is accessible for use by its members. A library plays an important role in supporting the academic programs of the institute. It identifies, evaluates, procures, processes, and makes available learning resources to the faculties, students for their teaching, learning, and research purpose.

The manual touches upon all important functions of a Library and describes the clear policy of; various activities of the library, like collection development, facilitation of information services, and management of other academic and research support through specialized services, etc.

2 Library Committee

The Library Committee is the designated faculty advisory body for the development of policy-making and planning of the library.

Name of the Member	Designation
Dr. Sunita Ogale	Principal & Chairman
Dr. Jineetkumar Gawad	Member
Prof. Sagar Chaudhary	Member
Mrs. Kalpita Chaudhari	Librarian & Secretary

Duties and functions of the Library Committee:

- To frame general rules for the management of the Library
- To advise the Librarian regarding general library development
- To prepare the annual budget of the library
- To allocate funds, from the sanctioned annual budget of the library,
- To prepare Annual Report, Activities and achievements of the library

3 Library Budget

Library budget means the financial allocation to procure documents and provide access to Information Resources. The present annual library budget of the library has the following components:

- ✓ Library Fees from Students.
- ✓ Revenue generated by Library
- ✓ Development Fund

4 Library Collection development

At present, Institute Library has 5946+ books that cover Pharmacy course including IP, BP, USP, General Reading, and Aptitude Test for competitive exams.

5 Library Policies

Library Policy can simply be defined as a guide to the operations and management of the Library. It serves to maintain standards and avoid irregularities in library activities. It is used to measure the extent to which a library performs its functions and meets its objectives as well as its systems and services.

Following is the list of policies: Acquisition Policy, Circulation Policy, Inter-library Loan Policy, Weeding out policy.

5.1 Acquisition Policy and Procedure

The library staff conducts user study through regular observation, casual interaction, and by referring borrower's statistics, books on demand benefit the library to raise the books orders.

Purchase and use of current Titles, print:

The library follows the following methods for purchasing new titles or journals.

- The Library procures books as prescribed in the syllabus from time to time, and is approved by the University of Mumbai.
- The library procures the books, which are duly recommended by teachers and students through the 'Requisition Form'.
- The librarian cross checks the availability of books and get the quotation from vendors, prepare comparison chart and submit to the purchasing approval committee.
- After receiving approval librarian prepares the purchase order and inform the vendors regarding the confirmation order, and purchases books as per requirement.

Subscription of Journals/E-journals/E-resources:

Print and Online journals are subscribed to meet the requirements of students and faculties for projects and research works.

Approval and Ordering:

- *Availability of funds:* ensure that requisite funds are available for the purchase of the item.
- *Performance of the book vendor:* response to the correspondence, speed of supply, adherence to the terms and conditions, discount.
- *Updating the panel of vendors* from time to time based on the performance of the vendor is a continuous activity and the best-performed vendors will receive the confirm orders.

Librarian

Library Committee

Principal

5.2 Circulation Policy:

Circulation policy defines the loan rules when an item is checked out. It provides lending services and facilities for the return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk.

Membership:

The bonafide students and staff members automatically become a member of a VIVA Pharmacy library. However, students and staff members have to collect their library cards from the library for any kind of transaction for every new Academic Year.

Loan Criteria

Category	No. of Books Allowed	Issued for
Faculty	10	Entire Semester
B-Pharm Students	02	07 days
M-Pharm Students	03	15 days / 1 Month
Non-teaching Staff	02	07 days

Overdue charges:

The books issued to the library members against the library card have to be returned in time. There will be a fine of Rs. 5.00 per day per book. If not returned on the said date.

Loss of books:

In case of any loss of a library book by the borrower, the book may be replaced with the same Title and Author. In case of the non-availability of books, the price of the book may be collected from borrower and added it in library funds.

Fine Collection:

Collected fines are to be maintained in the fine receipt book and submitted to the accounts department for the annual accounting.

Librarian

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5.3 Inter-Library Loan Policy

Library maintain an inter library loan arrangement with leading local libraries. Hence all possible efforts must be made to make available the learning resources needed for the faculty and students.

I. Interlibrary Borrowing

A. The reader needs to request the title in writing via requisition form. The participating library needs to submit the request in writing if the demanded collection is available in the Library then the collection will be shared on ILL.

B. Loan Materials

1. The following materials are usually available for interlibrary loan:

- a. Books
- b. Photocopies of periodical newspaper articles.

2. Most libraries will not ordinarily lend the following types of materials:

- a. Rare or valuable material, including manuscripts
- b. Bulky or fragile items that are difficult or expensive to ship
- c. The material in high demand at the lending library (i.e. “best sellers,” recently published items, etc.)

- d. Audio-visual materials

3. Borrower’s Responsibilities

Each user is responsible for checking the collection available in the library before requesting it on an inter-library loan.

II Loan Period

- 1. Maximum one month and further renewal on request.
- 2. No over dues charged.

Librarian

Library Committee

Principal

5.4 Weeding Out Policy

Weeding Out Policy is an important role of collection development policy. Weeding Out Policy means removing materials which are found not useful from a library. The books are usually discarded on the following reasons.

- Old edition
- Not in a good physical condition
- Out of syllabus

The library staff prepares a list of outdated books. This list is prepared department/subject-wise and sent to the concerned department/faculty to go through the same and approval. After receiving final approval from Principal and library committee members, the discarding process shall be conducted by library staff.

Discarded books will be updated in the database and remarks with “W” will be made in the Accession Register.

The scrapped books or library materials are sold to the contractual vendor of the institute.

Librarian

Library Committee

Principal

6 Library Services

The Library services/facilities include Circulation Service, Reference Service, Online Library Service, Recommendation of library material, Current Awareness Service (CAS), Inter Library Loan Service, Photocopying / Printing Service, Orientation and Information Sessions.

6.1 Library Working Hours

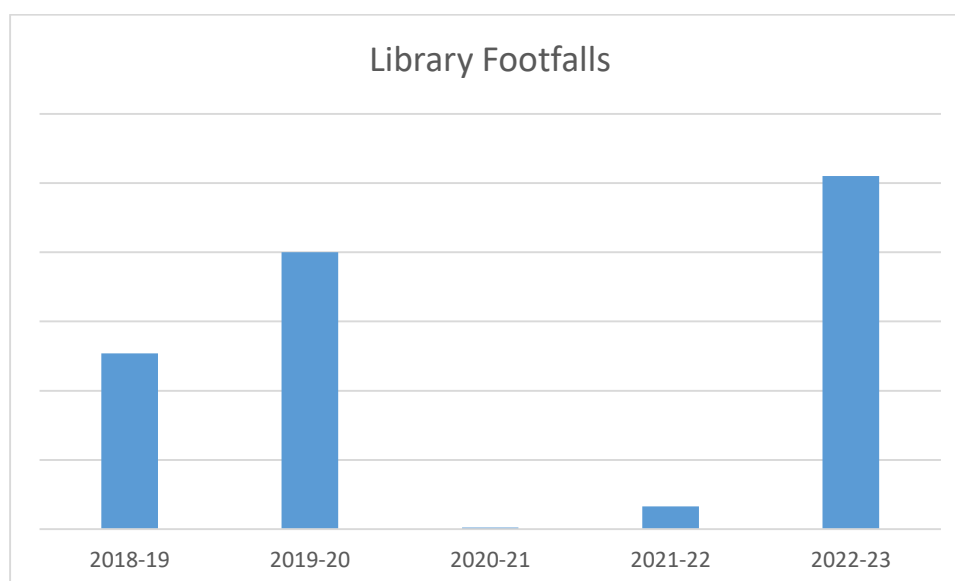
Monday to Friday & First Saturday: 8:30 a.m. to 4:30 p.m.

Remaining Saturday, Sunday and Bank holiday: Closed

6.2 Usage Statistics of the last five years

Library keeps the records of every footfall to measure the reach of library services and facilities. This record consists of library check-in, Issue/Return circulation statistics.

2018-19	2019-20	2020-21	2021-22	2022-23
5082	7998	49	660	10203



6.3 Library Orientation and Information Literacy Program

Every year an orientation and awareness program is conducted for the students regarding the library rules, its facilities, and services. Information literacy programs are conducted for students to make them more familiar with the library and increase access to printed as well as offline or online library collection more efficiently.

6.4 Circulation of Books

Home lending service or circulation of books for home reading is a core of all library services. Books are circulated among faculty, non-teaching staff, students, and research students. The circulation section has been automated and uses barcode technology for quick service to the readers.

6.5 Reference Service

The Library has a good number of reference books like Dictionaries, encyclopedias, Yearbooks, Handbooks, Books for Competitive Examinations, and many more. These reference books are consulted or referred to frequently by students and staff members. If the book is not available in the institute library, Reference service staff check the availability of collection with VIVA networking libraries, and if the required collection is available staff guide or make arrangements for the same for their users.

6.6 Current Awareness Service (CAS)

To create awareness among the readers about library activities, the library displays a cover of newly acquired books, a list of periodicals subscribed by the library, current contents of periodicals, and newspaper clippings about the college information. The CAS service circulate through the library notice board.

6.7 Inter-Library Loan (ILL)

Resource sharing is the fundamental practice behind the Inter-Library Loan service. This service was adopted for students and staff members. Books from the libraries of sister institutions can access on a request basis. As well as VIVA Degree College Library has an Institutional Membership of the British Council Library and American Resource Centre, Mumbai. Through VIVA library networking the staff can make available the documents to their user on request.

6.8 Book Bank Facility

The library facilitates Book Bank service for the SC/ST/DT/NT category students. Every year library received Student Development Fund to facilitate a book bank scheme from the University of Mumbai. The library purchased books as per the syllabus requirement and students' demands. The library received a good number of student enrollments for the Book Bank Scheme.

7 Library Facilities

Library facilities means any facility; material is make available to the users.

7.1 Reading Room

The Reading Room facility has been provided to enhance the learning ability of the students. The Library Reading Room facility is available Monday to Friday 8.30 am to 4.30 pm.

7.2 Digital Library

There are 05 dedicated computers with 10 Mbps speed internet facility is provided for students and staff members. The library has an Institutional Membership of the National Digital Library (NDLI), and the library subscribed DELNET database to access e-journals, etc. Digital Library's motto is to set up an ICT-based facility for users for accessing the information available on the internet for study and research purposes to complete assigned works.

7.3 Photocopying and Printing Service

Photocopy & Print out of documents is available in the library or college premises on request for staff members and students.

7.4 Softcopies of Syllabus, Question Papers, and E-Resources

The syllabus and Question Papers are digitized and stored by the library for student reference. The links are provided on the Library Website <https://vivapharmacy.org/libraryNew.aspx> and other e-resources for remote access.

7.5 WEB OPAC

Web OPAC is the Online Public Access Catalogue that allows users to check library collections using the Internet. Users search a library catalog principally to locate books and other material available at a library.

https://pharmacy.vivacollege.in/staff_pharmacy/Portals/Staff/Library/book_search.aspx

Search Book

BASIC **ADVANCED** Connect To: --Select--

Select Category: Book Search By: Author Search Refresh

AUTHOR	TITLE	CALLNO	PUBLISHER	YEAR	KEYWORD	ISBN No.	LANGUAGE	Book Count	
MORRISON, ROBERT T. / BOYD, ROBERT N.	ORGANIC CHEMISTRY	546/MOR/BOY	PEARSON EDUCATION PUBLISHER	2011	ORGANIC CHEMISTRY		ENGLISH	93	Details
MORRISON, ROBERT T. / BOYD, ROBERT N.	ORGANIC CHEMISTRY	546/MOR	PEARSON EDUCATION	1992	ORGANIC CHEMISTRY		ENGLISH	93	Details
MORRISON, ROBERT T. / BOYD, ROBERT N.	ORGANIC CHEMISTRY	546/MOR	PEARSON EDUCATION	2011	ORGANIC CHEMISTRY		ENGLISH	93	Details
MORRISON, ROBERT T. / BOYD, ROBERT N.	STUDY GUIDE TO ORGANIC CHEMISTRY	547/MOR	PEARSON EDUCATION PUBLISHER	1992	ORGANIC CHEMISTRY		ENGLISH	2	Details
MORRISON, ROBERT T. / BOYD, ROBERT N.	STUDY GUIDE TO ORGANIC CHEMISTRY	547/MOR	PEARSON EDUCATION	1992	ORGANIC CHEMISTRY		ENGLISH	2	Details

8 Best Features

8.1 NDLI Membership and Club Activities at VIVA Institute of Pharmacy

VIVA Institute of Pharmacy is a proud member of the National Digital Library of India, developed by the Ministry of Education to provide 24X7 digital library access to the nation's users. The National Digital Library has numerous types of collections in multiple formats like PDF, HTML, and Video-Audio Material by IIT eminent experts from different fields. VIVA Institute of Pharmacy Library NDLI Club has around 390 members registered for NDLI to explore collections and participate in events organized by NDLI.



<https://ndl.iitkgp.ac.in/>



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NDLI Club & VIVA Institute of Pharmacy Library Organizes

BOOK EXHIBITION

on the occasion of

"NUTRITION WEEK"

8th September 2023

Venue: Library department 4th floor, Time: 10:00 a.m. to 3:00 p.m.



Vishnu Waman Thakur Charitable Trust's
VIVA Institute of Pharmacy
 Approved by AICTE, New Delhi, DTE, Govt. of Maharashtra & Affiliated to University of Mumbai
 At Post Shirgaon, Virar (East) Pin- 401305



NDLI Club of & Library Department Organises

BOOK DISPLAY

on the occasion of

"NATIONAL READING DAY"

19TH JUNE

VENUE: LIBRARY DEPARTMENT

TIME: 10.00 A.M. - 4.00 P.M.

To honor P.N. Panicker's contributions towards the cause of literacy, education and library movement



9 Library Rules and Regulations

- All new comer students are requested to attend Orientation Program organized by the library, to understand services, facilities, rules & regulation of the library.
- Library staff followed the duty rules assigned by the institute, patrons are expected to follow library rules and avoid arguments / misbehaved with the Library staff.
- I-Card compulsory while entering in the library.
- All library users entering the Library shall deposit their bags and other belongings at the entrance and sign in the Register at the checkpoint.
- All readers are advised not to leave their valuables at the Check Point. Library is not responsible for any loss of personal belongings.
- Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Readers should not mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- Students are advised to bring their own Reading Cards while using the Library.
- Students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Students are advised not to issue Books to others on their names.
- Students requested to maintain silence, discipline and dignity of the library.
- Do not move arranged chairs from the digital as well as reading room facility.
- Mobile phones / Headphones / Bluetooth are strictly prohibited in the library premises.

- 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 Librarian.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- The Librarian reserves the right to call back any issued book/item at anytime.
- Books are issued to students overnight on their Readers Card only.
- There will be a fine of Rs. 5.00 per day per book, if not returned on the due date.
- Delay in receiving or the loss of a Library Card, a fine of Rs.50/- will be charged.

Librarian

Library Committee

Principal

10 Future Projects

- Web Based Services
- Architectural Beauty
- Networking of Viva Libraries