



**MALLA REDDY VISHWAVIDYAPEETH**

(Deemed to be University)

Recognised under section 3 of The UGC Act, 1956, vide Notification No.9-4/2024-U.3(A) by  
Department of Higher Education, Ministry of Education, Government of India.

# MRV LIBRARY POLICY



# MALLA REDDY VISHWAVIDYAPEETH

## (DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by  
Department of Higher Education, Ministry of Education, Government of India.

### LIBRARY POLICY

#### LIBRARY IN MRV

A well-equipped, modern, and well-managed library is the foundation of a modern educational system and plays a critical role in supporting the academic programmes of Malla Reddy Vishwavidyapeeth (MRV). The Library identifies, evaluates, procures, and processes learning resources, and makes them available to faculty, students, and researchers for teaching, learning, and research. In addition to the Central Library, each constituent college and department maintains its own departmental library, so that discipline-specific collections remain close to their users.

#### 1. LIBRARY COMMITTEE (LC)

The function of the Library Committee is to support the functioning of the Library so that it can facilitate library development and activities, and to act as a channel of communication and dialogue between the Library and its users. The Vice Chancellor is empowered to nominate members to the Committee.

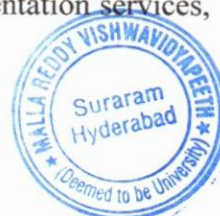
##### 1.1 Composition

- Chairman: Vice Chancellor.
- Pro Vice Chancellor (wherever applicable).
- Principals/Deans of the constituent colleges.
- Three Heads of Department, by seniority and rotation, as nominated by the Vice Chancellor.
- Registrar.
- Finance Officer.
- Librarian, as Member Secretary.

The Committee shall meet at least twice a year.

##### 1.2 Functions

- To provide for the proper organization and functioning of the Library, documentation services, and the updating of the stock of books.



- To provide for the modernization and improvement of library and documentation services, and guidelines for upgrading the Library.
- To recommend library fees and other charges for the use of library services by students and others.
- To prepare the annual budget and proposals for the development of the Library, and to submit an annual report on the Library's functioning to the University.
- To allocate the budget across colleges and departments.
- To establish an inter-library loan service for the benefit of faculty and students.
- To procure books, journals, and online databases, e-journals, and e-books.
- To recommend to the University the introduction of certificate, diploma, or degree programmes in Library and Information Science.

## **2. LIBRARY BUDGET AND FINANCES**

---

Library Budget refers to the financial allocation made to procure documents and provide access to information resources. The Management provides the finance required for procurement of library resources, on the recommendation of the Library Committee.

## **3. PROCUREMENT OF LEARNING RESOURCES**

---

Procurement of learning resources is the primary responsibility of the Library. The Library makes a systematic effort to develop its collection by identifying, evaluating, selecting, processing, and making resources available to users.

### **3.1 Procurement of Books**

#### ***Process and Approvals***

- Recommendations: Faculty may recommend books for procurement for their courses and research, duly endorsed by the Head of the Department; the Head of the Department's recommendation is in turn endorsed by the Dean of the respective college. Students and research scholars may also recommend books, provided their recommendation is endorsed by a faculty member or Head of the Department.
- Indent approval: Indents are routed through the Deans of the respective colleges/schools for the approval of the Registrar and the Vice Chancellor.



- Ordering: Orders may be placed by print, e-mail, or other standard means, with standard terms and conditions; purchase orders are issued by the Purchase Department on the Library Committee's recommendation to the Librarian.
- Supplier panel: A panel of vendors is maintained, based on performance criteria such as responsiveness, speed of supply, and adherence to agreed terms. Quotations are called from at least three empanelled suppliers, compared, and orders placed with the supplier offering the most appropriate price and service.
- Supply deadline: The maximum time limit for supplying ordered titles is 90 days; additional time may be granted where genuine supply delays are demonstrated.
- Foreign currency: Foreign-exchange conversion follows the rates approved by the University's designated finance committee for such conversions.
- Price proof: Accepted price proof includes a signed and stamped printout or photocopy from the publisher's catalogue, the distributor's invoice to the supplier, or, for certain Indian publications, the price printed on the book, cross-verified against the publisher's website.
- Exhibitions: The Library may arrange book exhibitions through publishers, their representatives, or empanelled suppliers, who provide the space and basic furniture required.

#### ***Terms and Conditions for Vendors***

- Only the latest editions of books are to be supplied; suppliers must notify the Library of any forthcoming new edition.
- Purchase orders must be acknowledged within 7 days of communication, by e-mail or hard copy.
- The vendor must certify on the invoice that the prices quoted are the publisher's current prices, and enclose stamped price proof with the invoice.
- Payment is made within 90 days from the date of receipt of the invoice.

#### ***Book Procurement Workflow***

- Initiation: receive and verify recommendations, check for duplicates, obtain price quotations, prepare a comparative statement, and secure approval before purchase orders are issued.
- Invoice processing: receive books, cross-check against purchase orders, verify the foreign-exchange rate and price proof.
- Accessioning: record invoice and book details in the Accession Register, assign accession numbers in the database, and forward bills to the Purchase Department.



- Classifying: classify books, theses, and dissertations as per the Dewey Decimal Classification (DDC) schedule, and record the class number and collation on the title page.
- Cataloguing: enter bibliographic details as per AACR2 standards, assign a minimum of three keywords per title, validate data regularly, and make analytical entries where needed.
- Processing: stamp the title, secret, and last pages; paste spine labels and barcodes; prepare book cards; and shelve the book in the new-arrivals, reference, postgraduate, or departmental section, as applicable.
- Complimentary books: accessioned separately in the Complimentary Accession Register.
- Vendor follow-up: track titles not yet supplied and send reminders to suppliers.

### ***Maintenance of Records***

The following records are maintained: the Accession Register; approvals and purchase orders in a college/centre-wise book-order file; invoices; reminders; and budget/finance records.

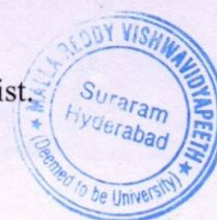
## **3.2 Procurement of Journals**

### ***Subscription Process and Approvals***

- Budgetary provision is confirmed for approved journal subscriptions and renewals.
- The renewal process begins at least four months in advance (by September), so that all renewals are completed by early January without discontinuation of issues.
- A panel of subscription agents is maintained by the Library Committee, evaluated on performance, peer experience, and the range of publishers supported; the panel shall have at least three members.
- For foreign-currency subscriptions, the conversion rate follows the amount actually remitted by the agent to the publisher, supported by proof of payment and the approved conversion rate.
- Advance payment for journal subscriptions is made only after direct confirmation from the publisher/vendor, supported by an invoice, a copy of the remittance letter, proof of remittance, and the publisher's renewal notice stating the subscription price.

### ***Subscription Workflow***

- Recommendation: the renewal list is circulated to faculty for recommendations; new titles may also be proposed.
- Approval: obtain Dean approval, confirm price and publisher details, and route for approval to the Registrar and Vice Chancellor.
- Proforma invoices must certify that pricing matches the publisher's price list.



- Ordering: renewal and subscription orders are issued by the Purchase Department, and bills maintained vendor-wise and college-wise.
- Binding: all procured journals are bound and archived.

### ***Receipt of and Access to Journals***

- Verify receipt against the order and enable access to the resource; maintain manual and computerized receipt records; process each issue by physical verification and stamping; display loose issues promptly; and link to online content where applicable.
- Purely virtual resources are not accessioned, as they do not exist in physical form. Accompanying materials (CDs/DVDs, etc.) are preserved in the Audio-Visual Section.

### ***Gratis / Complimentary Periodicals***

Documents relevant to the University's areas of study and research are added to the complimentary collection and displayed. Complimentary or free-subscription journals are treated as regular subscriptions, and completed volumes are bound, accessioned, and archived.

### ***Non-Supply of Journal Issues***

- Missing-issue reminders are sent monthly for weekly/bi-monthly journals, and every two months for quarterly/biannual journals.
- Suppliers are asked to replace missing issues through a replacement copy, a publisher-certified reproduced copy, a refund (credit note or demand draft/cheque), or an extension of the subscription period.

### ***Archiving and Weeding Out***

Back volumes of frequently consulted journals are archived in less active storage; adequate archival space shall be made available. The following categories may be cleared: ephemeral material (newsletters, progress reports, pamphlets, annual reports, directories, yearbooks) after five years; duplicate journal issues once confirmed as held in the main collection; irrelevant gift/complimentary material; and books or journals rendered unserviceable by wear, damage, or infestation.

### ***Maintenance of Records***

The Periodicals Section maintains journal subscription orders/approvals, journal bills, the Kardex System (loose-issue entry), and journal subscription registers in the postgraduate library, in addition to the automated system.



### **3.3 Procurement of e-Resources**

Electronic resources include e-journals, online databases, data sets, bibliographic and indexing/abstracting services, research software tools, e-books, and any other information resource available in electronic form.

#### ***Pricing Models***

- Annual subscription: content is accessible only for the calendar year subscribed.
- Perpetual access: content of the subscribed year remains accessible after expiry, though not subsequent years.

#### ***Negotiation***

Negotiation with publishers/vendors covers pricing, access to back volumes, perpetual access, archival rights, governing law, training and awareness programmes, and usage statistics.

#### ***Process and Approvals***

- Identify the need and request trial access; publicize the trial's availability; analyze usage statistics; and place the proposal for approval, considering all relevant facts.

#### ***Electronic Journals and Electronic Books***

Individual e-journal or e-book titles follow the same procedure as their print equivalents — preparing the list, checking for duplication, establishing price, and routing for approval to the Dean, Registrar, and Vice Chancellor. Where e-resources are subscribed as bundles, subject collections, or databases, the Library prepares a cost-benefit proposal considering relevance to academic and research interests, usage analysis, and available funds.

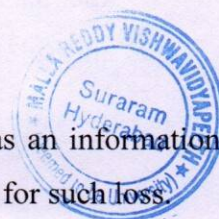
Access to e-resources is provided to registered students, faculty, and researchers off-campus through a single sign-on remote-access account, in addition to on-campus access, so that subscribed content remains usable from outside the University premises.

## **4. STOCK VERIFICATION**

Physical verification of the library stock is carried out to identify loss, misplaced documents, and documents requiring repair. The periodicity is fixed depending on the size of the library, and verification is carried out by a team appointed by the Principal, assisted by library staff, using random sample generation where appropriate.

### **4.1 Write-off / Loss of Books**

Missing or lost books are a common occurrence in libraries, and the Librarian, as an information manager rather than merely a custodian, shall not automatically be held responsible for such loss.



- A loss of up to ten volumes per 1,000 volumes consulted or circulated on loan in a year may be treated as a permissible/unserviceable loss and considered for write-off.
- Loss of a book above the value prescribed in the University's fee and cost schedule, or of a book of special nature or rarity, shall be investigated and consequential action taken; the Principal/Library Committee shall write off such losses, with base values reviewed every three years.
- A publication is treated as lost only after being found missing in two successive stock verifications, after which the competent authority may act to write it off.
- Library personnel share equal responsibility for the loss of books and materials; where losses exceed the permissible extent, causes shall be investigated, remedial measures strengthened, and, where appropriate, a common cost apportioned among users.
- Occasional loss or damage of periodical issues in postal transit, where payment was made directly to the publisher and replacement is not possible, is treated as a write-off loss.
- Where the University has not provided staffing, safety, space, or facilities proportionate to user strength and collection size, the Librarian shall not be held responsible for resulting losses; the Principal/Library Committee shall write off such books with appropriate remarks.
- Unserviceable, damaged, or mutilated books including those affected by poor-quality paper, weak bindings, pest damage, or an outdated syllabus, or for which there is no further storage space may be written off on the recommendation of the Library Committee.

#### ***Procedure for Write-off***

- List the documents not found during stock verification, and make reasonable efforts (up to six months, without becoming an exclusive task) to locate them.
- Prepare and publicize a pre-final list, then a final list, of documents not found.
- Compare against the previous stock-verification list to identify common entries, and cross-check against borrowing/consulting/photocopying statistics.
- Submit the list to the respective Deans with justification (open access, limited staff, inadequate security, footfall, losses within permissible limits, etc.), and obtain approval from the Dean/Library Committee.
- Make the necessary entries in the accession and write-off registers, remove the records from the database, close the file, and strengthen the system with additional precautionary measures.



### ***Common Cost Recovery***

To discourage loss of books, users found responsible are required to replace the same document; where the document is unavailable in the market, they shall pay its assessed cost as per the norms above.

## **5. INFRASTRUCTURE MAINTENANCE POLICY**

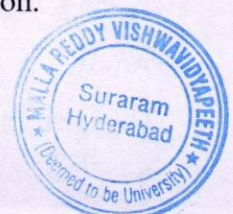
---

- Regular coordination is maintained with Housekeeping, Electrical & Maintenance, Information Technology, Horticulture, and Security to ensure cleanliness and the upkeep of library resources and infrastructure.
- Book binding is carried out annually as needed for damaged books and back volumes of journals.
- Electrical fixtures (tube lights, fans, air-conditioners) are checked and reported monthly for replacement, servicing, or repair.
- Computers, scanners, and printers are checked and reported to the IT Department monthly for updates and virus scanning.
- Library furniture is checked periodically for repair or replacement of worn components.
- Book cupboards and journal display units are cleaned and maintained by library staff on a rotational basis.
- Pest management is carried out to minimize damage from insects, rodents, and cockroaches.
- Housekeeping staff attend to daily floor cleaning; dusting of furniture is carried out by library staff.
- CCTV cameras and security personnel maintain security within the Library.
- Fire extinguishers are refilled and maintained by the Maintenance Department.

## **6. FILING POLICY**

---

- Filing is carried out by designated library staff on a daily or weekly basis, as required.
- Any document removed from a file must be returned to library staff for re-filing.
- Files are arranged alphabetically in the filing cabinet, with an index maintained for reference.
- Fresh files are opened annually; older files are transferred to the archives section.



## 7. LIBRARY USER INSTRUCTION MANUAL

---

- Locating materials: the Online Public Access Catalogue (OPAC) provides author/title/keyword/subject search through the Library's web page and remote-access portal, showing metadata, location, status, and copy availability for each resource, through a single-window search covering the Library's full catalogue and subscribed e-resources.
- E-resources: a wide range of e-resources is available 24×7 through the remote-access programme. Users register for remote access by submitting the prescribed form to the Library; login credentials are issued to the registered e-mail address within two working days.

## 8. USER SERVICES GUIDE

---

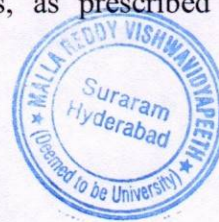
### 8.1 Library Membership

- Users complete the library membership form, submitted with a recent passport-size photograph; postgraduate students route their forms through their Head of Department and the Dean of the constituent college/school. Forms are available on the Library's web page.
- A duplicate borrower's card may be issued on loss, on payment of the fee prescribed in the University's fee schedule.
- Guest membership is available to visitors requiring library access, on payment of a nominal fee; forms are available on the Library's web page.

### 8.2 Circulation

| Category of User                          | Issue-Shelf Books | Reference-Shelf Books | Loan Period |
|-------------------------------------------|-------------------|-----------------------|-------------|
| Postgraduate students / research scholars | 2 books           | 1 book                | 7 days      |
| Undergraduate students                    | 1 book            | 1 book                | 7 days      |

- Reference books must be returned on the due date within the return windows in Section 9; issued books must be returned on or before the due date. Books are not issued on Sundays and public holidays.
- A Book Bank facility is available to certain categories of students.
- An overdue fine applies to both issue-shelf and reference books, as prescribed in the University's fee schedule.



- Students may not issue books to others in their own name. Reference materials dictionaries, encyclopaedias, yearbooks, journals (loose and bound), theses, and project reports are not issued for loan.
- Books removed from the shelves, if no longer required, should be left on the nearest table rather than re-shelved by the user; a misplaced book is, in effect, a lost book. All files, books, and notebooks must be presented at the circulation desk for inspection when leaving the Postgraduate Library.
- Readers must not deface, mark, cut, mutilate, or otherwise damage library resources. A reader found doing so shall be charged the full replacement cost and, for repeated violations, may have borrowing privileges suspended by the Librarian.
- A borrower who loses library material must replace it with the same or the latest edition.

### 8.3 Photocopying

Photocopying facilities are available at the Postgraduate Library from 10:00 a.m. to 4:00 p.m. on weekdays, at the charge prescribed in the University's fee schedule. Copyright rules apply throughout: no more than 20% of a document may be photocopied at any given time, and photocopying of a document cover-to-cover is prohibited.

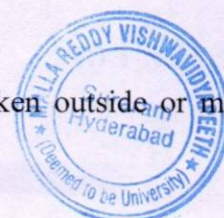
## 9. GENERAL RULES AND REGULATIONS

---

| Facility                               | Timing                                          |
|----------------------------------------|-------------------------------------------------|
| Central Library — weekdays             | 9:00 a.m. to 12:00 midnight                     |
| Central Library — Sundays and holidays | 9:00 a.m. to 4:00 p.m.                          |
| Digital Library                        | 9:00 a.m. to 9:00 p.m.                          |
| Reference-book return window           | 9:00–9:30 a.m., 12:00–2:00 p.m., 3:00–5:00 p.m. |

The Library remains closed on national holidays and major festivals. Library hours are extended during the examination period, subject to notice by the Librarian.

- Readers are advised not to leave valuables at the check point; the Library is not responsible for the loss of personal belongings.
- An identity card is compulsory for entry into the Library.
- Newspapers are to be read at the newspaper desk and may not be taken outside or moved within the Library.



- Conversation and discussion disturb the library ambience; all users are requested to maintain dignified silence.
- Smoking is not permitted in the Library.
- Mobile phones must be kept on silent mode.
- Beverages and eatables are not allowed inside the Library.
- No photograph of the Library shall be taken without the prior permission of the Librarian.
- Notices, handouts, or other material may be displayed in the Library only with the Librarian's permission and in an approved location.
- Users shall vacate the Library promptly at the notified closing time.
- A suggestion box is maintained at the circulation counter; users are encouraged to submit constructive feedback for improving library services.
- The Library reserves the right to recall any issued book or item at any time.

#### **10. DIGITAL LIBRARY — ACCEPTABLE USE AND CODE OF CONDUCT**

---

- Users must enter their name and sign the register at the entrance counter before entering the Digital Library.
- Mobile phones are to be switched off or kept on silent mode.
- Digital Library timings: 9:00 a.m. to 9:00 p.m.
- Silence must be observed at all times; conversation, discussion, or group study inside the Digital Library is strictly prohibited.
- Installing or uninstalling any program or service on any computer is prohibited.
- Computers and internet access are for educational use only; accessing unauthorized sites, playing games, or chatting is strictly prohibited.
- Chewing gum and consuming beverages inside the Digital Library are not allowed.
- Users may not tamper with any equipment, particularly computer systems; hardware or software issues should be reported to the staff on duty.
- Users are requested to cooperate with Digital Library staff.
- Print and scanning charges apply as prescribed in the University's fee schedule.

#### **11. INTER-LIBRARY LENDING AND BORROWING POLICY**

---



Inter-library loan is a transaction between institutions, not individuals. The Library is a member of the Developing Library Network (DELNET), New Delhi, which promotes resource sharing among member libraries, facilitating reciprocal borrowing and document-delivery services that extend access to academic resources for MRV's students and staff.

### **11.1 How to Borrow**

Requests are sent by e-mail to or from DELNET. Documents to be lent out via DELNET require the approval of the Dean/Registrar of the concerned college. Users send a request to the Library's designated inter-library-loan e-mail address to order or borrow documents through DELNET.

### **11.2 Responsibilities of Borrowers**

DELNET is responsible for an item from the time it leaves the Library until it is returned and checked back in, including loss and damage. Every effort is made to package items securely and dispatch them by a fast, reliable method; courier/postal charges are borne by the borrowing library. The standard period of loan is 7–10 days.

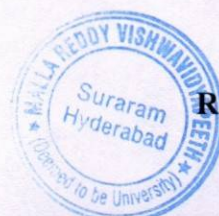
### **11.3 Items That Cannot Be Sent**

Periodicals, reference books, and archival materials such as bound back volumes of journals are not lent through this service.

---

**MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.**

*— Office of the IQAC / Library Policy, MRV-*



Sd/-

**Registrar**