

Manipal School of Architecture and Planning Library

Revised Policy, Rules and Regulations

MSAP library is entrusted with the task of procuring, organizing and displaying the various sources of knowledge in different media and also disseminating them to the users. The library has various sections to do the various types of activities.

WORKING HOURS

Lending section: 9 am to 5 pm

ACQUISITION SECTION

Procurement of books and other reading materials. Book ordering will be done after receiving the recommended list of books from heads of the Institution. After receiving the books, price verification, checking the physical condition of the book, pagination i.e. checking for the availability of all the pages etc. will be done and entered in the accession register. Bill entry register is also maintained in this section. Reminders are sent for non-supplied/partially supplied books.

Keeping track of the library budget, maintenance of library statistics etc. is also done in acquisition section.

TECHNICAL SECTION

After accessioning and proper verification of the same by the Librarian, the books will be transferred to technical section. Classification, cataloguing and indexing of books is done here. After all this processing work, books are sent to new arrival rack. CBT's and CD's are sent to their respective sections.

LENDING / BOOK STACK SECTION

This section is located in the ground floor of the library. The books from this section can be borrowed for home reading both by staff & students of this institute. The users of Architecture and DOD are borrowing the books from this section.

The lending procedure for various users is as follows:

Faculty	Total 4 books for One semester
Under Graduate	Total 3 books (1General Book) for 15 days
Post Graduate	Total 3 books for 15 days
Research Scholar	Total 3 Books for 15 days

Visiting Faculty- Online Access library (Open Athens) Single Sign-on (SSO) to enable the users of the library to access all the subscribed e-resources (online databases, online journal and e-books etc.) remotely (manipal.edu login credentials)

Faculties email Microsoft 365 configured

The students while borrowing books are requested to produce the Barcoded ID card at the issue counter. The due date will be stamped on the book issued and email also reach to the student learner e-mail. While returning, if the book is overdue, fine will be collected as follows:

After due date: - Rs.2=00 per day

Students are expected to clear the fines soon after the return the book, dues will be uploaded in SLCM. Receipt will be issued and fine will be cleared in the system.

On returning the books the issue records are cancelled in the system.

For students fine will continue until the replacement of the book or the cost payment in case of students.

KOHA Software:

Library software called KOHA is used to automate the library activities.

Database for books, bound volumes, project reports, have been developed using this software. The user can retrieve the information about all the library materials using this software.

URL: <https://library.manipal.edu/>

Open Athens (e-resources for remote access) Link

<https://my.openathens.net/auth?entityID=https%3A%2F%2Fidp.manipal.edu%2Fentity>

RULES AND REGULATIONS for All Category

If at all any book borrowed from the library is lost, the students, staff and Research Scholars has to report the same to the issue counter. They are informed to

- 1. Replace latest edition of the book or**
- 2. Pay double the present cost of the book. A form is maintained in the counter, which has to be filled by the borrower at the time of replacement or cost payment.**

*** All the students are requested to bring their ID cards while coming to library and swiped at the library entrance; it must be produced before the library staff if asked for identification.**

*** Students are not allowed to take library issued books, files, printed materials or any other articles inside the lending section of the library.**

***Borrowing and returning of books from the circulation counter. This facility is not available on Sundays & Holidays.**

*** Mutilation and disfiguring of pages of books are strictly prohibited. A person shall be held responsible for any damage done to the documents of the library.**

*** Students shall maintain perfect silence inside the library.**