

Day 1: 31st Jan 2024

Integrated Uniform Library Services

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1. Acquisition

I. Recommendation:

- It can be obtained by 2 Ways:

Recommendation Form Book or by Email Recommendation

1st Step is to obtain price of Book from Vendor along with discount and note in the recommendation form/ Email Printout and put a Remark, Signature & Stamp of Librarian after Verifying all details.

2nd Step is to Send it for Approval to higher authority like Registrar/ Director.

3rd Step: Post Approval, Selected Titles should be Entered in Suggestions Submodule in Koha's Acquisition Module.

Acquisition

II. Ordering:

1st Step: Fill up the P.O. Form and send it to the Vendor by scanning it and attaching it in an Email OR place an order through online shopping website and reimburse the amount by filling up the reimbursement form and attaching copy of approved recommendation form/ Email printout and sending it to Accounts Department.

2nd Step: Note down the P.O. Number on Recommendation Form/ Email printout.

3rd Step: Start Order Process in Koha: Select “from Suggestions” option and create a P.O.

4th Step Maintain a File for Recommendation Forms for interim period until Accessioning.

III. Recieving

1st Step is to check the book physically for any damage or defect.

2nd Step is to tick the titles received from P.O. in the Library copy of P.O. Form.

3rd Step is to obtain and preserve 2 copies of Tax Invoice of the Titles with all details possible and check the billed amount against Approved Amount.

Acquisition

IV. Accessioning, Classification & Cataloguing:

1st Step is to Assign Class Number with the help of DDC Schedule, previous data along with assigning Accession Number to the Titles as per Accession Register (note it down on Author Title Page and Accession Register).

2nd Step is to Recieve the order in Koha and Perform Cataloguing of the Title by edit record after creating item & assigning barcode (accession number).

3rd Step is to Send a Copy of Tax Invoice along with Approved Form/Email Printout to Accounts for processing of Payment & obtain recieved Sign on Library Copy of the Same with signature of accounts department officer and File all the documents in File titled 'Book Bills A.Y. YYYY - YY'.

2. Accounting

It includes all monetary transactions carried out in Library Operations:

I. Fine Rules:

1st Step is to Prepare a Draft of Fine Rules as per categories of the users & Library rules and finalize it either by approval of Librarian and/or Higher Authority if necessary.

2nd Step is to set similar fine rules in Koha Administration - Set Fine Rules - Clone them to your Library or contact us for the same.

3rd Step is to procure and maintain Fine Receipt Book and maintain an Excel/Google sheet for the same as per period.

4th Step Collect Fine possible preferably digitally by means of UPI QR code from Accounts dept or otherwise and note down the details in Fine receipt & provide it to the user and check in the books in Koha by going to patron account - Show Checkouts and pay fine/ waive off option in Koha.

5th Step Provide the printouts of Fine records in Excel to accounts and secure library copy with signature of accounts department officer and file it.

Accounting

- II. Penalties.
- 1st Step: Set Rules of Penalties for breaking library rules, damaging property including books or information resources and lost books.
- 2nd Step: Follow the same steps for collection of Fine except in the case of damage to property or disciplinary action unless the penalty is monetary in nature.

3. Record Keeping

- I. General Files/ Records:
 - 1. Books Bill File.
 - 2. Periodicals File.
 - 3. Library Collection Data File.
 - 4. Textbook File as per A.Y. With records of Approved textbooks, Distribution List, Bills, etc.
 - 5. Newspaper File.
 - 6. Files for Databases, New services (Including Koha Reports) and related Documents.

Record Keeping

- Registers:
- 1. Accession Register
- 2. Periodicals Register.
- 3. Newspaper Register.
- 4. Inward and Ourward Register.
- 5. Misc. IR Register.
- 6. Usage Register.

6. Library Automation

- Koha ILMs
- Dspace Digital Library
- Research Database
- Ebooks Database
- Ejournal Database
- Research & Analysis