

ACQUISITION SECTION (AS)

Functions :

- (1) sending announcements of new publications to all those concerned
- (2) receiving and filing all recommendations in respect of books, back volumes of periodicals etc., and related correspondence
- (3) checking the recommendations with the existing books and with such records indicating books on order and books on approval
- (4) accessioning the books received either by purchases or gratis or on exchange basis
- (5) preparing order cards
- (6) recording accession numbers on the respective vouchers
- (7) correspondence related with all work of the Section

Policy :

- (1) subject to the budgetary provision, all recommendations received in the form of lists or books, should be promptly attended to
- (2) firm orders for all publications will be placed only by the University Librarian

Equipment :

It will be the responsibility of the Sectional Head to :

- (1) preserve latest catalogues of all publishers
- (2) preserve all catalogues either in ' Alphabetical ' or ' Subject ' order, enabling to handle them promptly whenever necessary
- (3) maintain record of the addresses of Indian representatives of different publishers
- (4) maintain record of current addresses and phone numbers of different booksellers, publishers
- (5) printed order forms and adequate stock of book cards, accession registers, etc.

Ordering Procedure :

- (1) as soon as any recommendation is received in the form of list, it should
 - (a) be signed by the Sectional Head in ink
 - (b) bear the date of its receipt in the Section
 - (c) be given serial number
- (2) lists received in the Section should be filed in the respective ' Subject ' or ' Departmental ' file
- (3) related file should bear the following particulars on its cover :
 - (a) financial year.....
 - (b) budgetary provision (Rs.)
 - (c) name of the Department, e. g. (Department of Botany)

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- (4) checking work should be undertaken as promptly as possible, excepting in cases of specific directives from the Librarian
 - (5) all checking work must be carried out promptly and accurately and when done so, the person discharging the same must record his or her initials and the date of checking, in ink, on the respective list
 - (6) in case, any discrepancy is observed in respect of the name of the author or the title or in respect of any other particulars, it should be thoroughly verified with the bibliographical tools available in the library
 - (7) books received 'on approval' from different booksellers, must be kept separately so that they will not be mixed up with other books
 - (8) books 'on approval' should receive the same treatment as in respect of the lists of publications, recommended by the Heads of the Departments or Faculty Members
 - (9) after verification of the recommended lists or books, the Sectional Head will be responsible for assigning the codified order numbers and for preparing the correct and legible draft for forwarding the same to the Typing Section
 - (10) such publications as are not selected for purchase and meant to be returned to the vendors, must be kept under respective compartments named after different vendors
 - (11) every precaution must be taken so that publications belonging to one vendor, will not be returned to another vendor
 - (12) before forwarding the draft of the final order to the Librarian for his signature, the Sectional Head will attend to the following details very carefully :
 - (a) draft of the letter is grammatically correct and precise
 - (b) all bibliographical details are provided accurately and legibly
 - (c) office copy of the order is signed by him/her, in ink
 - (d) titles whose publishers are known are ordered directly from publishers or their local representatives
 - (e) orders are placed only with 'approved booksellers' in normal circumstances
 - (13) orders placed with foreign vendors must be supported by the current Import Licence Number

Back Volumes of Periodicals :

Subject to the general rules as specified above, following special procedure will have to be strictly followed by the Acquisition Section while ordering back volumes of periodicals under specific requests :

- (1) orders for back volumes of periodicals and rare publications, costing more than Rs. 100/- per title, shall not be placed without inviting quotations
- (2) quotations must be invited from atleast five reputed firms, specializing in the subjects under reference

- (3) vendors must be given sufficient time to supply quotations
- (4) on receipt of the quotations, the Sectional Head will prepare a consolidated statement along with his/her note, suggesting from whom the back volumes should be purchased
- (5) final orders for the back volumes of periodicals will be executed only after the sanction of the Librarian
- (6) on receipt of the Librarian's sanction, duplicate copies of order forms will have to be filled in ink and one copy of the same will be filed in the Acquisition Section while the other in Librarian's file
- (7) accepted quotation for a set of back volumes of periodicals should be mentioned on the related order card and the same should be verified with actual bill, before accessioning the set

Accessioning Procedure :

- (1) all publications procured against firm orders must be checked with the respective voucher and the catalogue, before they are registered
- (2) a publication found to be duplicated without proper justification, should neither be registered nor stamped and it should be ascertained from the vendor concerned whether it could be accepted back
- (3) all publications, either purchased or received gratis and on exchange, must be entered in the related Accession Register neatly, legibly and accurately
- (4) the person responsible for accessioning the publications will also enter the corresponding accession number on :
 - (a) back of the title page
 - (b) bottom of the 40th page and 100th page
 - (c) corresponding voucher
 - (d) order card
- (5) the Sectional Head will occasionally check prices quoted by the vendors with the publishers' catalogues. It will be his/her duty to bring any irregularities to the notice of the Librarian for further action in such cases
- (6) after accessioning gratis publications 'Donor's Slips' be inserted in related publications
- (7) preparing author card for pamphlets and specimen copies
- (8) marking of blurbs

Miscellaneous Duties :

- (1) the Section will preserve all correspondence related to various orders etc., in a manner as would enable any staff member to trace the required material promptly
- (2) all 'linking work', concerned with original recommendations and vendors' remarks, must be executed instantaneously. Reports regarding

' Out of Print ' books must be forwarded to the Head of the Department and Chairman of Board of Studies concerned and to the Registrar for information

- (3) on the basis of ' follow-up file ' frequent reminders should be sent to the vendors for unsupplied publications
- (4) ' order slips ' (book cards) for publications ordered must be prepared and filed instantaneously and accurately for reference
- (5) pink cards be used for standing orders
- (6) third copy of the order should be sent to the Head of the Department concerned for reference and the fourth copy be filed in the ' follow-up file '
- (7) intimation regarding the arrival of new publications, under specific recommendations, should be reported to the Heads of the Departments, once in every fortnight
- (8) compiling monthly statistical data

Different Printed or Cyclostyled Forms Used in the Section

- AS/1 Request to the Vendor for submitting bills for books already received
- AS/2 Acknowledging receipt of publications, received as a gift
- AS/3 Cancellation of the order booked
- AS/4 Follow up work
- AS/5 Reminder letter
- AS/6 Suggestions for procuring books in the library
- AS/7 Books duplicated but intended to be returned to the vendor concerned
- AS/8 Returning a publication to the vendor
- AS/9 Directive in respect of supply of specific edition
- AS/10 Monthly Statistical report

AS/1

Size 5½" × 3½"

Ref. No. PUJL/B/

Date

Dear Sir,

Please submit your bill in duplicate for the following publications and oblige.

Yours truly,
Librarian

CIRCULATION SECTION (CS) :

Functions :

- (1) maintenance of the stack room, proper upkeep of the books (including sending books for binding, excluding periodicals)
- (2) issuing books and other materials for use within or outside the library, subject to the rules in the matter
- (3) shelving books
- (4) preserving all issuing records in proper order (any change in the maintenance of the records must be done after obtaining sanction of the Librarian to the effect)
- (5) forwarding deposit refund applications to the Accounts Section
- (6) effect all correspondence, relating to the organization of the section, including reminders relating to issued books
- (7) issuing Identity Cards and Casual Readers' Tickets
- (8) maintenance of the Readers' and Visitors' attendance
- (9) any other work relating to the Section

Specific Instructions :

- (1) courteous and prompt service should be extended to all the readers
- (2) all issue work should be conducted subject to the rules of the library
- (3) problems of discipline or any irregularity on the part of the readers should be reported to the Librarian
- (4) inter-library loan work should be executed according to the IASLIC Inter-Library Loan Code, accepted by the university
- (5) no book should be issued outside the library, unless corresponding demand slip or the relevant book card is signed by the borrower or representative of the borrower
- (6) all decisions in respect of exemption of fines will be taken only by the Librarian

Different Printed or Cyclostyled Forms Used In the Section

- CS/1 Identity Card for Regular Students
- CS/2 Casual Reader's Ticket
- CS/3 Identity Card for Teaching Staff
- CS/4 Issue Slip
- CS/5 Issue Card for Readers (Students)
- CS/6 Book Return Card for Readers (Teaching Staff)



PERIODICALS' SECTION (PS) :

Functions :

- (1) entering subscriptions for the new periodicals and renewing the old ones before scheduled date limit
- (2) receiving and recording all periodicals, serials and any other material directed to the section
- (3) preserving loose and bound issues of periodicals, serials etc
- (4) execute correspondence related with all work of the Section
- (5) making available any serial literature to the readers concerned
- (6) verifying periodicals' subscription bills and forwarding them to the Accounts Clerk for further action
- (7) maintaining up-to-date list of current serials
- (8) maintenance and general up-keep of the stacks and serials
- (9) issuing loose issues of periodicals and maintaining their records
- (10) despatch of the ' Journal of the University of Poona '
- (11) securing back files or incomplete files of periodicals, offered gratis
- (12) accessioning periodicals' volumes, when complete with indices and making additions in the catalogue of periodicals
- (13) distribution of duplicate materials
- (14) work relating to binding
- (15) classification of periodicals

Policy :

- (1) no periodical should be subscribed to unless sanctioned either by the Library Committee or by the Chairman of the Library Committee
- (2) periodicals' subscriptions should be registered with the authorized subscription agents, and in certain cases with the vendors directly
- (3) all recommendations received in respect of subscriptions to new periodicals should be properly filed, bearing either the name of the ' Subject ' or the ' Department '
- (4) On receipt of recommendations they will be checked with the current list of serials, followed by the remarks of the Sectional Head and indicating all bibliographical details of a given periodical!
- (5) Sectional Head will prepare a statement for the information of the Library Committee, indicating budgetary provision, number of periodicals subscribed to and their corresponding subscriptions, under each Subject or the Department
- (6) periodicals whose subscriptions have been approved by the Library Committee, will be subscribed to either from the beginning of the next year or from the commencement of the fresh volume, subject to the availability of funds -

Procedure :

- (1) as soon as any periodical is received in the Section, it should be recorded in the register card and then it should be stamped
- (2) all recording must be done only in ink
- (3) all cards, bearing names of periodicals, must be arranged alphabetically, letter by letter
- (4) typed list of all periodicals received on a particular day, must be prepared on the same day
- (5) this list should be prepared strictly in alphabetical order, omitting articles like ' a ', ' an ', ' the ', prefixed to the title
- (6) precaution should be taken to cut all pages of the periodicals before they are placed on the display shelf for reference
- (7) when all issues of a particular volume are received along with the Index, it should be processed for binding
- (8) utmost care should be taken to arrange consecutive issues, supplements, indices of a given volume before it is sent for binding

Different Printed or Cyclostyled Forms Used in the Section.

- PS/1 Renewal of Subscriptions, Follow-up Reminders, Information Regarding Duplicate Issues etc.
- PS/2 Registration of Serials—(Different Colours for Subscribed, Exchanged and Gift Publications)
- PS/3 Reminder for Non-receipt of Issues
- PS/4 Remittance of Subscription by M. O.
- PS/5 Acknowledgement of Serials
- PS/6 Acknowledgement of the Journal of the University of Poona
- PS/7 Information Regarding Journal of the University of Poona
- PS/8 Casual Information
- PS/9 Statistical Reports : A/Weekly B/Monthly
- PS/10 Forms Indicating Material Sent for Binding

REFERENCE SECTION (RS) :

Functions :

to extend all kinds of reference service to all readers, within the resources and staff available for the purpose

Materials :

the section should be equipped with all types of basic reference books needed for extending reference service

Specific Duties :

- (1) person in-charge of the section must be thoroughly conversant with all reference books available in the section
- (2) must keep him/her abreast of all latest works in different specialized fields and must consult reviews, publishers and booksellers' catalogues for the purpose
- (3) should invite the attention of the Librarian, periodically, to such matters as would enhance the efficiency and effectiveness of reference service in the library
- (4) nature of the reference service should not be passive but active-i.e. information need not be supplied only when demanded. Readers' demands should also be anticipated
- (5) preparing following kinds of bibliographies :
 - Author and subject (prescribed for M.A. Courses)
 - Subjectwise
 - Topical
- (6) helping students to use following library tools :
 - catalogue
 - classification scheme
 - guidance in the use of other library materials.
- (7) guiding students towards supplementary literature on a given subject provided a particular title demanded is not available
- (8) preparing catalogues of reference books and getting them mimeographed, periodically,
- (9) keeping a record of the research topics of Ph.D. students and to furnish relevant information to them
- (10) maintaining a record of all information required for future reference
- (11) filing of all catalogue cards
- (12) displaying new arrivals, wrappers and any other material
- (13) receiving distinguished guests and taking them round the library
- (14) maintaining reference service record.

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Information Desk Duties :

- (1) extending courteous service to all readers
- (2) inquiries should be attended promptly and should be given precedence over routine work
- (3) prolonged dialogues and visits with friends at the Information Desk should be avoided. Visitors and friends should be tactfully suggested that you have work to do and suggest that they better use the library.
- (4) always answer the telephone by saying ' Jayakar Library '.

Different Printed or Cyclostyled Forms Used in the Section

RS/1 Weekly Report.

RS/2 Reference Register.

RS/1

Statement of work done by Reference Service section

Weekly Report From - - 19 to - - 19

Working Days

- | | |
|-------------------------|----|
| (1) Bibliography Work : | |
| Entries prepared | .. |
| (Mention Author) | .. |
| (2) Indexing Work : | |
| Entries filed | .. |
| (3) Reference work or | |
| Guidance extended | .. |
| (4) Other Work : | |
| (i) Sakal List | .. |
| (ii) Visitors | .. |

Date :

Senior Assistant

RS/2

Reference Service Record

S. No.	Date	Nature of inquiry	To whom supplied	By whom supplied	Mode of Communication
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CLASSIFICATION SECTION (CS)

Functions :

- (1) classifying all documents
- (2) maintaining consistency in classification procedure
- (3) checking monthly classified list of additions

Policy :

all books should be classified according to CC (2nd revised edition) subject to following modifications.

- (a) new knowledge classes mentioned in the new editions of CC should be provided wherever necessary, but retaining the old notational features in respect of connecting symbols
- (b) new subjects not mentioned in the CC editions be added in the current schedules, followed by related notation
- (c) all 'problem books' should be classified with mutual consultation
- (d) in case of difference of opinion, Librarian's interpretation will be considered as final
- (e) highly specialized books should be classified in consultation with the subject specialist and the name of the person consulted should be written on the back side of the title page

Specific Instructions :

- (1) if any inconsistency is observed in respect of any title, already classified, it should be instantaneously brought to the notice of the Librarian for suitable modifications
- (2) new acquisitions, received in a particular month, must be classified immediately, unless the number is very large
- (3) for all practical guidance in classification, hints given in Phillip's "Primer of Book Classification" should be adhered to subject to such modifications as are required for the implementation of CC system
- (4) all decisions in respect of classification and reclassification of documents, arrived after mutual consultation, should be recorded in a permanent register for future guidance
- (5) all persons working in the section must be thoroughly conversant with rules incorporated in a code, according to which books are to be classified

Different Printed or Cyclostyled Forms Used in the Section

CATALOGUING SECTION (CAS)

Functions :

- (1) cataloguing of all documents
- (2) upto-date maintainance of the local union catalogue of periodicals

Policy :

- (1) all books should be catalogued according to CCC (4th) edn. subject to following modifications :
 - (a) new types of entries should be prepared on the basis of new edition of CCC, but retaining old features in respect of imprint, collation etc.
 - (b) all problem books should be catalogued with mutual consultation
 - (c) in case of difference of opinion, Librarian's interpretation will be considered as final
- (2) if any inconsistency is observed in respect of cataloguing practices it should be set right instantaneously. For this purpose, the person entrusted with the work of filing entries should be taken into confidence
- (3) new acquisitions, received in a particular month, must be catalogued immediately, unless the number is very large
- (4) all decisions in respect of cataloguing of documents, arrived after mutual consultation, should be recorded in a permanent register for future guidance
- (5) all persons working in the section must be thoroughly conversant with rules incorporated in a code, according to which books are catalogued

Specific Instructions :

- (1) compile catalogue of ' Theses and Dissertations '
- (2) maintain classified sequence of the main entries, accumulated in a given month and to forward them to the typing section
- (3) prepare two copies of the class-index entries
- (4) hand over all added entries, prepared in a day, for filing, everyday
- (5) maintain authority file for rendering of ' Headings '
- (6) write call numbers on the wrappers
- (7) prepare duplicate copies of author cards for University departments

Different Printed or Cyclostyled Forms Used in the Section.

- CAS/1 Class Index Entry
- CAS/2 Serial Entry
- CAS/3 Literary Work Entry
- CAS/4 Periodicals Entry
- CAS/5 Periodicals—Union Catalogue Entry
- CAS/6 New Additions, Catalogue Cards Forwarding Letter
- CAS/7 Theses Catalogue Acknowledgement Card
- CAS/8 Weekly Work Statement Sheet