



ALLAMA IQBAL LIBRARY UNIVERSITY OF KASHMIR

Hazratbal Srinagar, Kashmir, J & K-190006.

Circular

Subject: - Decisions of Library Committee meeting held on 3rd Jan 2019

Kindly refer to Library Committee meeting held under the chairmanship of Hon'ble Vice Chancellor on 3rd Jan 2019, wherein the following policy decisions have been taken:-

1) Revised Acquisition policy of Books 2019.

That the revised Acquisition Policy of Books shall be as follows **w.e.f. 1st April 2019:-**

1. Book Suppliers/Publishers shall be empanelled after inviting applications (Local and National) every year in the month of January by the Librarian instead of calling for tenders (which is not a practice in most of the University Libraries of the country)
2. The empanelled book suppliers shall provide a minimum discount of **20%**, out of which **5 %** shall be asseverated/diverted towards Library Development Fund for all books supplied, except for Government publications/short discount books which are often sold on less or no discount. In such publications, the Librarian is authorized to approve necessary handling charges on case to case basis after ascertaining actual expenses incurred by empanelled booksellers in procuring such titles for the university. The rate of discount can be revised from time to time, if considered necessary.
3. Select empanelled book suppliers shall be required to deposit **Rs.40,000/-** (forty thousand rupees) towards Security which is refundable.
4. In case, the registered suppliers shall not be able to provide books within the prescribed time and the titles are very important for users, online purchase can be made so that students do not suffer. Preference be given to such title(s) having discount available and should be available on Amazon or Flipkart or any other online Indian authorized shopping site. The payment shall be made by the Head/ Librarian from their respective Local Funds on 'cash on delivery' basis. The payment may be reimbursed by the Accounts section of the university out of the respective book Grant from the allocated Budget head. All such books shall be processed in Allama Iqbal Library, before the payment is reimbursed by the Accounts Section to the concerned Department. However, the online purchase should not exceed **Rs.30,000/-** during each financial year.
5. In case, a supplier/Publisher/vendor is not in a position to make supply within 30 days for Indian Editions and 60 days for Foreign Editions, they need to seek extension in supply date which cannot be given in January, February and March of each Financial year. In case, the supplier is not in a position to supply within the stipulated time, performance Security shall **not** be released against the supplier and order shall be given to the 2nd supplier. However, the supplier shall be given only 07days time to report whether, he can supply or not. In serious cases, the Librarian can forward the case of blacklisting the supplier to Vice – Chancellor.



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6. Suppliers found to have cheated by supplying old and remaindered books and defaulted in supplying books even on extended time limit without reasonable ground shall be liable for blacklisting, besides the forfeiture of Security deposit.
7. Librarian will, after the approval of panel by Vice-Chancellor/Library Committee, circulate the panel of book suppliers among the head of teaching departments/ research centres of the University with the instruction that they will place supply order(s) for latest edition of book(s) only with empanelled book suppliers. Latest books mean the Latest editions not re-prints of old editions. Local authors be exempted from condition of empanelment as suppliers. In case, any HOD/Director/chairperson has any complaint with respect to any empanelled supplier, he/she should furnish full details of the complaint to the Librarian, who after holding an enquiry, recommend cancellation of empanelment of such supplier. The principal investigator(s) of various project(s) are also brought under the policy for purchase of book.
8. Head of Departments/Chairperson/Directors of Research Centres and Satellite Campuses/ Principal Investigators of Projects will be responsible for maintaining the 'account of expenditure' for smooth controlling and operation of their book-budget to avoid any financial indiscipline/mismanagement caused due to creation of liabilities. In case, Head of the Department needs to purchase books beyond his/her budgetary provisions, he/she will seek special funds from the university before placing orders for any such purchases. Otherwise, placement of any book supply order beyond budgetary provision can be deemed as the personal liability of the Head of the Department concerned, not payable even from the next year's budget of his/her Department.
9. Head of Departments /Chairperson/Directors of Research Centres and Satellite Campuses/ Principal Investigators of Projects will give two to three weeks' time to a supplier for supplying Indian books. In case of order for foreign books, supply time upto three (03) months may be given.
10. Before forwarding books and bills to the Library for processing, it shall be mandatory for Head of Departments /Chairperson/Directors of Research Centres and Satellite Campuses/ Principal Investigators of Projects to see that **latest editions** have been supplied and to this effect, required certificate has been printed on the bills or enclosed with the bills by the supplier.
11. For sake of financial discipline and codal procedures, the time for placement of supply order(s) by a Head of Departments /Chairperson/Directors of Research Centres and Satellite Campuses /Principal Investigators of Projects will be between May 1st to December 10th every year (before winter vacations) so as to enable supplies reach the Library for processing upto February 20th next year.
12. For sake of Judicious Selection and purchases, involvement of **departmental faculty shall be mandatory** on part of HODs/ Directors of Research Centres and Satellite Campuses/Chairpersons who will make mention of it in the forwarding letter of bills to the Librarian. Judicious selection includes avoiding unnecessary duplications, preferring text



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books to costly sets available in the central Library. The supply orders be given to empanelled suppliers only, subject to maximum of 30% of budgetary allocation.

13. Though the ordering time for books has been specified between May 1st and December 10th every year, but this does not restrict Heads of Departments /Chairperson/Directors of Research Centers and Satellite Campuses /Principal Investigators from making full purchase before December, nor does it restrict the authority of Heads of Departments/Chairpersons/Directors of Research Centres and Satellite Campuses /Principal Investigators to make purchases upto any specified amount (within budget).
14. Librarian / Heads of Departments /Chairpersons/Directors of Research Centres and Satellite Campuses /Principal Investigators are authorized to place orders for any amount within the budgetary provision and send bills (along with books) thereof to the Librarian for verification, accessioning & processing (uploading in LMS Database). **The bill(s) after verification, accessioning & processing shall be returned to the concerned Heads of Departments/Chairpersons/Directors of Research Centres and Satellite Campuses/Principal Investigators for submission to the Accounts branch of University or Department for payment by the concerned Heads of Departments/Chairpersons/Directors of Research Centres and Satellite Campuses /Principal Investigators.**
15. Latest books published during the current or previous (yester) year only will be purchased. However, earlier edition of a book may be purchased if deemed as indispensable by the Department.
16. For proper monitoring of budget and reconciliation, all Heads of Departments/Chairpersons/Directors of Research Centres and Satellite Campuses/Principal Investigators will send a detailed 'Statement of Expenditure' against book budget to the Librarian at the end of August each year, to avoid problems of over expenditure and liabilities.
17. To avoid accretion of duplicated textbooks, purchase of textbooks shall be made for **5 Copies to maximum 10 Copies (In exceptional cases) per title**. In case, more than specified number of copies is purchased by the Heads of Departments/Chairpersons/Directors of Research Centers and Satellite Campuses/Principal Investigators, the additional copies shall be deducted from the bill.
18. For conversion of rates of bills on account of supplies of foreign books, reference of **Financial Benchmarks India Private Limited (FBIL)** rates shall be considered for conversion of USD and other major currencies into INR.



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2) Recovery of Cost of Books lost by users.

Resolved that for books other than **text books** following recoverable cost shall be charged:

S.No.	Total years of publication	Rate (Indian Titles)	Rate (Foreign Titles)
a)	1-10 years old	3 times the recorded price	Price recorded with current conversion rate + 20% of price recorded
b)	11-20 years old	4 times the recorded price	Price recorded with current conversion rate + 22% of price recorded
c)	21-30 years old	5 times the recorded price	Price recorded with current conversion rate + 25% of price recorded
d)	31-40 years old	6 times the recorded price	Price recorded with current conversion rate + 28% of price recorded
e)	41-50 years old	7 times the recorded price	Price recorded with current conversion rate + 31% of price recorded
f)	51-60 years old	8 times the recorded price	Price recorded with current conversion rate + 34% of price recorded
g)	61-70 years Old	9 times the recorded price	Price recorded with current conversion rate + 37% of price recorded
h)	More than 70 years Old	10 times the Recorded price	Price recorded with current conversion rate + 40 % of price recorded

Further Resolved that payment for **Lost Text Books** shall be charged on Cost-to-Cost Basis or replacement with latest edition of the book. In case the Cost of a Book is not available or the nature of the book is not known i.e. Text or Rare, the following Standing committee shall decide the matter on case to case basis:-

- 1) Librarian, Allama Iqbal Library (Chairman)
- 2) Head of the Concerned Department or his two nominees among the faculty members of the concerned Department.
- 3) Assistant Librarian (Acquisition), Allama Iqbal Library.



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3) Book Bank Circulation Policy.

Resolved that Book Bank Circulation Policy, be approved as follows: -

- The Book Bank facility shall be provided to those students whose parents/guardians have monthly income of less than Rs 8000/- with due recommendations from the respective Heads of the departments. The books will address the core courses only taught in the university.
- Books shall be issued to the eligible students for one full semester.
- After the completion of the semester, overdue charges of Rs. 2/-per day per book shall be charged, in case the student retains the book after its due date of return.
- Each eligible student shall be entitled to get maximum of 01 book issued in his/her name out of Book Bank initially till the library acquires adequate collection of books in the Book Bank, after which the number will be increased to 03 books per user.
- In case, the student loses a book, he/she has to pay the charges as per standing rules of the library.
- In case of non-availability of economically poor students in a particular subject, the said facility will be extended to economically stable students who can avail the Book Bank Facility on payment of amount equivalent to 20% of the cost of book in case of Indian edition and 10% in case of foreign edition, which will be non-refundable.

4) Deadline for Utilization of Book Grants by Departments.

Resolved that the proposal be approved as follows: -

- a. Deadline for spending the allocated grant for purchase of books and Journals for all Departments / Directorates / Research Centres/ Institutes / Campuses of the University shall be **20th of February every year**. Beyond this date, Allama Iqbal Library shall not entertain any bill(s) of Departments/Directorates/Centres/Institutes/Campuses.
- b. Subsequently, the Librarian shall consolidate the unspent amount of all the departments and the same shall be utilized for procurement of Books and Journals both in print and non-print forms for Allama Iqbal library



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5) Revised Stock verification Regulations.

Resolved that, the amendments in Stock Verification Regulations, be approved as follows: -

Depending upon the size of the library, periodicity and modalities of stock-taking for Allama Iqbal Library and various Departmental Libraries of the University of Kashmir shall be as under:

Up to 20,000	3 years' Interval, 100 % Physical Verification
Up to 50,000	5 Years' Interval, 100 % Physical Verification
50,000-1,00,000	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses more than 10% of the sample chosen, complete verification will be required to be done.
Above 1,00,000	Sample (10% of the total stock) physical verification at intervals of not more than 5 years. If such a sample verification reveals losses more than 10% of the sample chosen, complete verification will be required to be done.

- The sample can be of random generation of numbers.
- The Heads of Departments shall ensure that the quantity of present stock of books in their departmental libraries is provided to Allama Iqbal Library as and when they will be requested to do so, for the purpose of stock verification.
- Loss of five volumes per one thousand volumes of books issued in a year may be taken as reasonable, provided such losses are not attributable to dishonesty or negligence. However, loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken (General Financial Rules 2017, Government of India, Chapter-7, Rule 215- Physical verification of Library books).
- Loss of the book of value exceeding Rs.1000.00 for books published in India and Rs.10,000.00 for books published abroad and books of special nature and rarity will be invariably



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investigated and consequential action will be taken. The base value suggested for Indian and foreign books shall be reviewed every three years.

- There shall be no objection to the Librarian, after due approval of Library Committee, in disposing mutilated/ Damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes will be made on the recommendations of an Advisory Committee, to be constituted by the Competent Authority, which will decide whether the books mutilated/damaged/obsolete are not fit for further use

Therefore, it is impressed upon all Head's / Chairpersons / Directors / Coordinators / Rectors of Departments / Centers/ Institutes / Satellite Campuses to kindly adhere to the above policy decisions in letter and spirit and kindly circulate the same for information among the faculty members of your respective departments.

No:- F(LC-KU)AIL/KU/19

Dated:- 24th Jan 2019

Prof. G M Peerzada
Librarian (Member Secretary-LC)

Copy for information to the: -

- ✓ Dean Academic Affairs
- ✓ Dean Research
- ✓ Dean College Development Council
- ✓ Deans of various Schools
- ✓ Heads of all Teaching Departments
- ✓ Directors of Various Research Centers /Institutes
- ✓ Director, Institute of Technology Zakura
- ✓ Rectors Leh / Kargil Campuses
- ✓ Directors of North /South /Kupwara Campuses
- ✓ I/c Director, IT & SS
- ✓ All Assistant Librarians of Allama Iqbal Library
- ✓ P.S to Registrar for information of Registrar
- ✓ File.