



SAGE University, Bhopal

Standard Operating Procedure

Central Library



Name of Approval

Vice Chancellor

SOP No.: 33

Authority:

Signature:

Date:

22/09/2022

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Date:

1. About Library & its Importance: - Library is a source of information containing materials such as books, Journals, New Paper, Magazines, e-recourses etc. That is easily accessible for all stake holders is helping the students to access the required material to enhance his / her knowledge. Library is plays a significant role in education for sustainable development of students at all levels.

2. Library Timing: - 08:30AM to 04:30PM

3. Library Management System:-

A) Mode of Library Membership in SAGE Central Library :-

1. Each admitted student need to register in library within one week of session commencement.
2. Registered students in the library module are given their library ID.

B) Issue / Return of Books to Students:-

1. The period of books issue will be 15 days including the day of issue for students.
2. The books can be reissued for one time for 10 days.
3. After due date fine will be imposed at students.

C) Loss / Damage of Borrowed Books :-

1. If a book borrowed from the library is lost, the matter must be reported to the Librarian immediately.
2. In case of any damage to the book, the book has to be replaced by a fresh copy of the same book.
3. If the book is not available in the market or is out of print you have to pay two times the price of the book.

D) Fine / Overdue Charges:-

<u>Type of Reading Material</u>	<u>Number</u>	<u>Issue period</u>	<u>Fine</u>
General Books/Fiction	2	15 Days	Rs. 5/- Per Day
Discipline Specific Book	5	Semester	Rs. 5/- Per Day
Reference Book	1	Overnight	Rs. 5/- Per Day
Periodical (Journal / Magazine)	1	Two Days	Rs. 5/- Per Day



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E) Process of Submission Fine to Account Section:-

1. Student wise summary of fine collection will be processed at the last date of every month after consent and approval by Hon'ble Vice Chancellor.
2. Rs. 100/- will be fine for reissue of Library Card.
3. Every last working days of every month, the library will display the names of the defaulters who have not returned the books on due date or cleared their fine.
4. Any library related amount will be deposited in the University account.

F) Issue / Return of Books to Faculty / Staff:-

1. The period of books issued will be 90 days including the day of issue.
2. The books can be reissued once for 90 more days.
3. After due date, fine will be imposed at the rate similar to as applicable to students.

G) Purchase Process:-

1. For any new book purchase, a faculty will fill the purchase requisition (Annexure -1) duly signed by HOD/HOS.
2. Librarian will write his comments about the availability of the book/books and related cost and get its approval from Hon'ble Vice Chancellor.
3. The Books requisition duly approved by Hon'ble Vice Chancellor will be sent to the purchase department after processing.
4. After the arrival of new books, they will be matched with the purchase order.
5. After tallying the books, in ERP and accession register the books will be entered.
6. There is a bar code generated for each new book, which will be pasted a on the books.
7. Books will be put for circulation after processing.

H) General Guidelines :-

1. Library is working under on the direction of Hon'ble Vice Chancellor.
2. Library committee will be responsible for the development of library.
3. This SOP gives only the guidelines and is not exhaustive may be suitable modified / changed for time to time, depending upon situations.



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I) Discipline Wise Books Available as on 17 Sept 2022

S. NO.	Name of School	Title	Volume
1	School of Arts, Humanities & Social Science	42	548
2	School of Agriculture	94	1724
3	School of Science	112	777
4	School of Commerce	115	639
5	School of Advance Computing	25	306
6	School of Design	23	23
7	School of Management	166	1290
8	School of Journalism and Mass Communication	10	106
9	School of Performing Arts	43	150
10	School of Engineering & Technology	224	3349
11	School of Computer Application	23	222
12	Language & Culture	07	28
13	School of Law & Legal Studies	52	266
14	Donated Books by SIRT	701	5329
	Total	1,637	14,757

This table needs to be prepared every month and to be pasted on the notice board of Library.

J) E-Resources Available

- DELNET (On-Line Journal)
- J-Gate Database (Informatics On-Line Database)
- NDLI Club (On-Line)
- INFLIBNET (Shodh Shuddhi)
- MANUPATRA Database (On-Line)
- SAGE Publication (Print, On-Line)

K) Purchase Process for Journals (Online/ Hard Copy)

- School will send a list of journals to be purchased as per statutory council norms.
- Librarian will prepare the cost sheet and will get it approved from Vice Chancellor.
- Upon receipt of Journals (Hard Copy / Online credentials), Librarian will inform the concerned HOD/HOS and share details credentials (online).



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FLOOR PLAN

GROUND FLOOR

- Librarian Chamber
- Circulation Desk cum Public Service
- Stock Area
- New Arrival / Information
- Study Area
- E-Library / Digital Library Arrangement under process.

FIRST FLOOR

- Stock Area
- Study Area
- Special Reading Room
- Magazine
- Journal
- New Paper
- Water Dispenser
- Toilets
- Girls Common Room
- Books Processing Room
- Reference section can be taken to the second floor with the journal section.

SECOND FLOOR

- Study Area
- Special Reading Room
- Group Reading
- Rest Area

THIRD FLOOR

- Study Area
- Study Cabin
- Group Reading
- Rest Area



SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

BOOK REQUIREMENT FORMAT

School:

Program:

No. of Students:

S. No.	Course Code	Course Name	Name of Book	Pub.	Author	Edition	Quantity Available	Quantity Required	Tentative Cost per Book	Text/ Ref. Book
1.										
2.										
3.										
4.										
5.										

Prepared by
(Librarian)

Verified by
(Prof I/C Library)

Recommended by
(Vice Chancellor)

Forwarded by
(Director General)

Approved by
(Pro Chancellor/ED)



SAGE UNIVERSITY, BHOPAL

LIBRARY FINE FORMAT

S. No.	Name of Student	School	Days	Date	Fine	Remark
1.						
2.						
3.						
4.						
5						
6						
7						
8						
9						
10						

Prepared by

Checked by

Approved by

Approved by

Received by

(Librarian)

(Prof I/C Library)

(Vice Chancellor)

(Director General)

(A/C Office)

SAGE UNIVERSITY, BHOPAL

Books Feedback Format

S. No.	Name of Book	Author	Pub.	Price	Qty.	Reason for not getting books
1.						
2.						
3.						
4.						
5						

Librarian
SAGE University,
Bhopal