

## Guideline for Library Unit

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### 1. Policy

- 1.1 The library shall serve as the centre of inquiry and discovery for learners' engagement with knowledge and information.

### 2. Strategy

- 2.1 Form College Library Committee.
- 2.2 Develop, update and implement College Library Policy.
- 2.3 Create conducive library environment.
- 2.4 Educate library users.
- 2.5 Maintain adequate library resources.
- 2.6 Provide efficient, effective and reliable library services.

### 3. Standard Operating Procedures (SOP)

#### 3.1 College Library Committee

- 3.1.1 The College Library Committee shall consist of the President, Dean, two faculty representatives, Head Librarian and two student representatives. President shall be the chair and Head Librarian as the member secretary.
- 3.1.2 Faculty and student representatives shall be nominated by the Dean of Academic Affairs. The appointment order shall be signed by the Chair of the committee.
- 3.1.3 The faculty representatives shall be members for three years subject to one term renewal.
- 3.1.4 The student representatives shall be two of the Academic Representatives (ARs).
- 3.1.5 The meeting shall be convened at least twice in a semester.
- 3.1.6 The quorum for the meeting shall be simple majority.

#### 3.2 Library policy

- 3.2.1 Develop and update College Library Policy as and when required.
- 3.2.2 The library policy (development and update) shall be endorsed by the College Management Team (CMT).

- 3.2.3 Disseminate the library policy among members of the College staff, students, and others (if any).
- 3.2.4 Include an abstract of the policy in all employee and student manuals/handbooks.
- 3.2.5 Implement library policy evenhandedly and not in a manner intended to benefit or disfavor any person or group in an arbitrary manner.

### **3.3 Educate library users**

- 3.3.1 Conduct general orientation for all staff on library resources and usage once in a year.
- 3.3.2 Conduct orientation for all new staff and students as and when they join the college.
- 3.3.3 Head Librarian or any other library personnel shall conduct the orientation.
- 3.3.4 Disseminate relevant, up-to-date, and timely information and knowledge resources both from within and beyond college library.
- 3.3.5 Head Librarian shall be responsible for the administration of above tasks. He/she may delegate the task to other library staff.

### **3.4 Create conducive library environment**

- 3.4.1 Put suitable furniture and fittings and properly arranged.
- 3.4.2 Create spacious space for sitting, reading and navigation.
- 3.4.3 Maintain proper lighting, ventilation and heating inside the library.
- 3.4.4 Arrange (shelving) reading materials logically and make it accessible for the users.
- 3.4.5 Put professional signposts and notices at appropriate places.
- 3.4.6 Display, highlight and promote new or interesting items in library collection.
- 3.4.7 Create a separate discussion room for students (social space for students).
- 3.4.8 Digitize resources and mobile technologies to promote services online and to help extend resources by going beyond the library's physical space.
- 3.4.9 Maintain appropriate level of silence inside the library including mobile phones in silent mode.

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### 3.5 Adequate library resources

- 3.5.1 All library resources procurement including budget proposal shall be discussed in the library committee and be approved by the relevant authorities including Dean and CMT.
- 3.5.2 Make available all programs related to reading materials as per the University standard in terms of number, author, edition and publisher.
- 3.5.3 Ensure that the non-program related reading materials including subscriptions of Newspapers, Magazines and Journals are sufficiently available.
- 3.5.4 Make e-resources available to the users through Google Drive or other secured and reliable storage.
- 3.5.5 Maintain a separate technical section for audio-visual resources.
- 3.5.6 Head Librarian shall:
  - (a) Ensure that the library is managed by adequate man power including trained librarians.
  - (b) Be responsible and accountable to put forward the budget proposal for library unit to the Administration and Finance Committee (AFC) of the College.
  - (c) Be responsible for the judicious procurement of approved resources within the approved budget.
- 3.5.7 The library shall systematically maintain the following documents for future reference of the users:
  - (a) Examination question papers in soft and hard copies.
  - (b) Newspapers, magazines, journals and others.

### 3.6 Efficient, effective and reliable services

- 3.6.1 The College library shall use open source library automation software called KOHA.
- 3.6.2 All books and other materials including newspapers are recorded in Stock Register (excel) within 24 hours of arrival.
- 3.6.3 All books are entered in KOHA with barcode number within 24 hours of arrival.
- 3.6.4 The circulation services (issue, return and renewal) shall be rendered during library opening hours.
- 3.6.5 Not all library materials shall be circulated.
- 3.6.6 Different reference corner is maintained ( issued for a night)
- 3.6.7 Users shall be responsible for all items checked out on their card.
- 3.6.8 The college ID card is a must for all users to avail library services. It is not transferable.
- 3.6.9 The loan period of books shall be:
- Loan period for Faculty: 1 semester and admin staff: 1 month
  - Loan period for essential books (Student): 2 weeks and
  - Loan period for additional books (Student): 1 month
- 3.6.10 For re-issue after the last date of the return of the book, the book has to be physically brought to the circulation counter and fine shall be paid (if any) before getting it re-issued.
- 3.6.11 Annual stock verification shall be done once at the beginning of every year.
- 3.6.12 Every semester, the library shall invite Quality Assurance and Services Enhancement Team (QASET) to assess the effectiveness, efficiency and reliability of library services.
- 3.6.13 The outcomes of the QASET assessment shall be shared in the library committee.
- 3.6.14 The opening hours, loan duration, issue, return, renewal, weeding and fine & penalties shall be as per the library policy of the college.

### 3.7 Call and receiving book requisition

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- 3.7.1 Faculty are informed by the library staff for the requisition before the start of every new semester
- 3.7.2 Book requisition shall be submitted to the library to be put in the committee meeting and purchase
- 3.7.3 All module related books should be ready by the beginning of each semester

### 3.8 Fines and penalties

- 3.8.1 Fines and penalties shall be imposed on defaulters based on library policy of the college.
- 3.8.2 All fines and penalties shall be directly deposited in the Accounts Section of the College.
- 3.8.3 The defaulter shall produce the fine and penalties payment receipt to the library indicating he/she has paid the applicable fines and penalties.

### 3.9 Stocking books, audio-visual, newspapers, magazines, etc.

- 3.9.1 Maintain a proper stock register of above items as per the standard of the stock maintenance.
- 3.9.2 The books shall be stamped with the library seal, barcode attached and call number pasted for the identification of library property.
- 3.9.3 The periodic maintenance of books and others shall follow the following procedure:  
*Missing/Lost books > Repairable books > Unserviceable books for auction/weeding > Fines and Penalties*
- 3.9.4 The library books and others shall be subjected to the internal/external audit now and then.
- 3.9.5 List of books not issued for over three years shall be reported to the library committee every year.
- 3.9.6 The Head Librarian shall be accountable and responsible for the maintenance of the stock register and be answerable to the audit or the college management.

## 4. Reporting

- 4.1 The Head Librarian shall directly report to the Office of the Dean of Academic Affairs as his/her immediate supervisor in matters related to library management.

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4.2 Notwithstanding the above, the Head Librarian may be asked to report directly to the Library Committee or other committees depending on the nature of reports.

## **5. Terms of Reference (ToR)**

### **5.1 Roles and responsibilities of the College Library Committee**

- 5.1.1 Formulate general library policies and regulations which govern the functions of the library.
- 5.1.2 Provide advice and ideas on issues, services, strategies, priorities related to library resources and facilities.
- 5.1.3 Decide library budget for procurement of resources and facilities.
- 5.1.4 Oversee and decide the library in matters relating to the procurement of materials as per the approval of the College management.
- 5.1.5 Prepare the terms and conditions for the supply of books for the college as a standard contract document for any procurement issues faced by the library.
- 5.1.6 Provide advice and approve library resources relevant to teaching, learning and research of the college.
- 5.1.7 Decide on weeding of library resources.

### **5.2 Roles and responsibilities of the Head Librarian.**

- 5.2.1 Plan, implement and enhance library automatization and services.
- 5.2.2 Provide expert library services.
- 5.2.3 Execute activities related to maintenance of library property.
- 5.2.4 Update library information system.
- 5.2.5 Conduct professional development programmes for other library staff.
- 5.2.6 Carry out annual work planning for the development of library services and implementation.
- 5.2.7 Develop and conduct programmes such as book talks, multimedia programs, story and picture book hours.
- 5.2.8 Manage daily activities of the library.
- 5.2.9 Implement library rules and regulations.
- 5.2.10 Monitor and supervise the library users.
- 5.2.11 Maintain the library books, properties and facilities in good state.
- 5.2.12 Ensure the cleanliness of the library space.

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- 5.2.13 Plan budget and prepare library procurement in consultation with Dean of Academic Affairs.
- 5.2.14 Provide information to library users on library policies and procedures.
- 5.2.15 Carry out any other task assigned by supervisors occasionally.
- 5.2.16 Implement library policy of the College.
- 5.2.17 Ensure that the Guideline for Library Unit is strictly followed.

### **5.3 Roles and responsibilities of the Library Assistant**

- 5.3.1 Provide information to the library user on library policies and procedures.
- 5.3.2 Carry out routine library clerical duties (e.g. serial ordering and record maintenance, cataloguing from bibliographic copy; routine circulation, reserve and overdue functions).
- 5.3.3 Perform routine searches and update Library records.
- 5.3.4 Issue borrowers' cards according to library procedures.
- 5.3.5 Disseminate information on new arrivals in the library.
- 5.3.6 Carry out any other duties that may be assigned periodically.

### **6. Authority, endorsement, commencement and amendment,**

- 2.1. This Guideline is prepared under the authority of NRC Operation Guide, 2017.
- 2.2. This guideline is endorsed by YY CMT on DDMM2020.
- 2.3. This Guideline shall be implemented w.e.f. date month and year
- 2.4. This Guideline shall be amended only by the CMT.