

Standards for Libraries

Standards Related to
University Library and Libraries for Affiliated Colleges
of Baba Farid University of Health Sciences



**Baba Farid University of Health Sciences
GGS Hospital Complex Sadiq Road
Faridkot – 151 203**

1. Standards Related to Information Resources

- 1.1 **Information Resources:** Information resources refer to and include all types and kinds of information resources irrespective of the format – print, multimedia, audio-visual and machine-readable format, - covering all aspects of the science and practice of medicine and health care, and made accessible by the library either as part of its immediate collection or through networking, resource sharing, and or any licensing arrangements.
- 1.2 **Book Collection:** The book collection shall include a selection of textbooks covering all the subject areas relevant to the teaching programmes of the parent institution. The number of copies of every prescribed textbook (in print format) should normally be in the ratio of 1:10 (ie one copy for every ten students). The same ratio should be maintained in case of e-textbooks also.
- 1.3 **Reference Collection:** The library should also maintain an adequate collection of reference material like manuals, encyclopedias, dictionaries, yearbooks, annual reviews, etc. Library should identify from time to time available online reference resources and acquire access rights and licenses depending on the need.
- 1.4 **Current Scholarly Periodicals:** Information resources especially in institutions offering post-graduate educational/ or research programmes should include access to relevant scholarly current periodicals.
- 1.5 The colleges/ institutions shall constitute a committee (of subject experts with librarian as the coordinator) to prepare and periodically update the list of essential and basic information resources (such as textbooks, reference books, teaching/ learning packages etc) in different sub-disciplines relevant to the functions and activities of the parent institution.
- 1.6 **Acquisition of E-resources:** The acquisition of e-information resources such as e-journals, e-books, e-databases, etc follow a licensing model similar to computer software. These models broadly fall into the following two categories:
- (a) Annual licensing model which will limit the access for one year only for the licensed collection which could include back years content in case of journals.
 - (b) Perpetual access model, which is similar to the model, followed for print resources.

Both models should be examined for licensing depending on the costs and budget availability of library.

- 1.7 **Policy for Weeding Out of Books:** The library shall adopt a policy of replacing older textbooks and reference books with latest available editions as also a policy for weeding out (or removing to a secondary storage) worn out, obsolete and less used items.

2. Standards Related to Library Services

- 2.1 **Library Hours:** The library shall have defined hours of operation consistent with demand and the time schedules and operational calendar of the parent institution; it shall be the endeavor of the library to be open for minimum of 12 hours on all days.
- 2.2 **Library Services:** The library shall have design, develop and maintain a range of information services to support the teaching and research activities of the parent organization. Irrespective of its size, the library shall provide the following minimum services to its users:
- Document lending
 - In-house reading facilities
 - Photocopying service
 - Basic reference service
 - Online Public Access Catalogue (OPAC)
 - Literature search service (in post-graduate and research institutions)
- 2.3 **Use of Library Services and Resources:** The library shall also design and implement programmes to ensure optimal utilization of the resources and services of the library; these may take the form of a combination of user education/ orientation programmes, design and development of appropriate promotional material and out-reach activities.
- 2.4 **Current Awareness Services and Selective Dissemination of Services:** In institutions of post-graduate education and research, it shall be the responsibility of the library to keep members of the user community especially doctors/ faculty/ research staff, abreast of current trends and developments in their areas of specialization. This may be done either by providing access to commercially available current awareness services, such as table of contents of current periodicals and other selective dissemination of information services or by designing and implementing appropriate in-house services or using externally available electronic databases, portals and customized solutions.

3. Standards Related to Infrastructure

- 3.1 **Library Building:** It shall be the responsibility of the parent institution to provide adequate infrastructure such as building, furniture and equipment necessary for the library to discharge its functions effectively and efficiently.

Ideally, the library should be housed in a separate building planned and designed to house it.

- 3.2 **Networking:** The library shall be linked to the other departments of the institution via the campus-wide computer network. This is essential to ensure that minimum services such as the Online Public Access Catalogue (OPAC) etc are accessible to the users from their workplaces within the campus.
- 3.3 The physical building space should include well-planned study and reading space for the end users and sufficient office space for head of the library and other staff, besides space for housing the documentary resources. The seating capacity should be to accommodate at least 30% of the total number of library members.
- 3.4 In tune with the current trends in provision of information services and facilities especially is the use of computer and network technologies, the library should furnish and maintain facilities and equipment such as computers, online and CD-ROM search facilities, Internet access and other technologies as may become available from time to time. Ideally, the minimum number of computer workstations for users should be:
- One computer workstation for every twenty undergraduate students. =
 - One computer workstation for every five post-graduate students. =
- 3.4 Internet Connectivity: In order to maintain an acceptable level of speed of Internet access, the library should have a minimum bandwidth of 1 mbps for every 120-members/ users.

4. Standards Related to Library Budget

- 4.1 There shall be separate budget for the library.
- 4.2 Every parent institution must adopt a policy statement clearly fixing the responsibility for preparing the budget for the library. The head of the library shall be the convener of this team. The administration of the budget shall be the responsibility of the head of the library. The policy statement shall also clearly fix responsibilities for maintaining an internal accounting system, approval of invoices for payment, monitoring purchases, and for all expenditure related to library.
- 4.3 The library budget shall be meant exclusively for the purpose of new acquisitions, subscriptions, and for maintaining the collection and services. The salaries of the staff and other workforce, the cost of maintenance and purchase of furniture, equipment, etc shall be the responsibility of the parent institution.

- 4.4 The library budget shall make a provision for the professional development and continuing education to its staff. 2 to 5% of the library budget should be earmarked for staff participation in training programmes/ workshops/ short-term courses/ seminars and conferences etc.
- 4.5 In a newly established institution, the library budget shall normally be 10% of the budget of the parent institution till such time the basic collection and required infrastructure in terms of equipment; furniture, etc are developed (say, first five years).
- 4.6 The annual recurring library budget shall be between 5–6% of the annual budget of the parent institution.
- 4.7 There shall be a clearly defined policy for distribution of the budget among various heads such as books, periodicals etc.
- In colleges of medical education, dental sciences and nursing education the distribution of budget between books and periodicals shall normally be in the ratio 30:70 (ie 70% of the budget shall normally be spent on subscription to periodicals and the balance (30%) on books.)

5. Standards Related to Manpower Requirements

- 5.1 The library staff (professional and support) shall be of high quality and in adequate numbers to meet the needs of the users, changes in the programmes and activities of the parent institution, the rate of growth of the collection, the nature and types of services offered/ expected and the rapid developments taking place in the application of Information and Communication Technologies (ICTs) in management and provision of information services.
- 5.2 All professional staff shall have faculty status and shall be eligible for promotion to the next level as per UGC/ AICTE/ State Government norms applicable to faculty/ librarians.
- 5.3 The library shall maintain a job manual for its staff clearly defining the tasks and responsibilities of every library staff members.

6. Book/ Document Preparation for Use Standards

- 6.1 The library shall prepare documents for the use of its readers as per the guidelines mentioned below:
1. Stamping of Book/ Document(s)
The blue stamp* (rectangular in shape) shall be stamped as under:

Right hand side corner title verso page (three places as mentioned below)

- Middle of the book/ document
- Middle of secret page number (to be chosen by the library authorities)
- End of the text of last numbered page of the book/ document

The blue stamp** (round in shape) shall be stamped as under:
Right and left corners of the top of the book in standing shape
(For impression on almost all the pages)

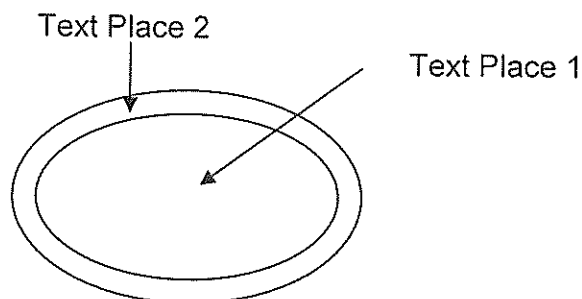
*Blue Stamp (Rectangular)

Baba Farid University of Health Sciences, Faridkot – 151 203
UNIVERSITY LIBRARY
Accession No.....
Date of Entry.....

**Blue Stamp (Round)

Text Place 1: UNIVERSITY LIBRARY

Text Place 2: BABA FARID UNIVERSITY OF HEALTH SCIENCES,
FARIDKOT – 151 203



Note: Preferably blue ball point pen may be used for writing accession number on the book/ document.

2. Call number:

Class number will be written on the title verso page of printed book/ document as under:

- Right hand side corner

- Before the stamp e.g.
Class No. = 617.540 758 2 – dc 22 (Edition of DDC used for
 Book No. = DS5 classification)

Pictorial view is as under:

617.540 758 2 – dc 22
 DS5

<p>Baba Farid University of Health Sciences, Faridkot – 151 203</p> <p>UNIVERSITY LIBRARY</p> <p>Accession No.....</p> <p>Date of Entry.....</p>
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7. General Standards

- 7.1 The library shall be a department of the parent institution having its own designated physical area (rooms or building), and made responsible for providing access to information resources, and developing systems and services to meet the knowledge based information needs of the members of the institution. The mission and functions of the library shall be recognized in the official prospectus of the parent institution.
- 7.2 The head of the library shall have the status of a department head directly responsible to the Principal/ Director of the institution. He/ She should have representation on all those committees of the parent institution including the Academic Council that will have financial or other impact on the library. Only a person with professional qualifications in library & information science shall be appointed as head of the library.
- 7.3 The responsibility and flow of authority under which the library is empowered to act shall be recognized in writing in the institution's bylaws/ constitution.
- 7.4 The library shall formulate and adopt a written statement of mission, goals and objectives derived from and to conform to the mission, goals and objectives of the parent institution it serves.
- 7.5 There shall be a library advisory committee with the Principal/ Director of the institution as the chairperson and the head of the library as member-secretary. Normally the committee should not have less than three or more than ten members and shall include representatives from the various specialties of the parent institution. In all educational institutions, there shall

be a student representative on the committee. The committee shall function purely in an advisory capacity. It shall be responsible for formulating broad policy guidelines regarding library & information services.

- 7.6 The library shall adopt and implement a policy regarding loss of books. The guidelines in this regard shall be that loss of five books for every 1000 books circulated/ referred to shall be written off irrespective of the cost of the books. An enquiry committee to be appointed by the library advisory committee shall investigate any loss over and above this. The final action to be taken in this regard shall be similar to and be governed by the same rules as applicable to the other departments of the parent institution.
- 7.7 It shall be mandatory for every institution to arrange for and conduct annual stock verification. The stock verification report shall be placed before the library advisory committee and the issue of loss of books shall be settled on a yearly basis.
- 7.8 The libraries in the affiliated colleges must keep their library hours open for minimum 12 hours.
- 7.9 In tune with the current trends, the nomenclature of the library in the affiliated institution may be re-designed as "Library and Information Centre (LIC)".