



MAINTENANCE OF LIBRARY FACILITIES

**INSTITUTE FOR EXCELLENCE IN HIGHER EDUCATION
BHOPAL, M.P., INDIA**

POLICY

- Library facilities include central library, e-library of the Institute as well as departmental libraries.
- Librarian will be responsible for all the services related to Central library and e-library, whereas departmental libraries will be maintained by the corresponding departmental heads. Departmental Heads will be free to appoint some senior staff member from the department itself as the In charge of departmental Library.
- There will be a Library committee in the Institute. The library committee will organize regular meetings and will finalise the list of books to be purchased on the request of HODs. Library committee will finalise the number of books to be weeded and will finalize the process related to the maintenance of books like termite treatment, fumigation of Library etc.
- Weeding of books and treatment of books should be carried out periodically in Library and in Departmental libraries to avoid spoilage of books from termites or other pesticides.
- There should be a provision in the library to record footfall of the teachers and students daily. There should be entries showing entry as well as exit time of students and faculty in library.
- Central Library as well as departmental libraries will remain open on all week and will remain closed during Sundays and Gazetted holidays.
- NLIST passwords will be provided to Faculty members, Research Scholars and PG Students so that they can access e-library remotely as per their need.
- Librarian of the Institute will keep track of the online data availability in the form of Wi-Fi and LAN Connectivity and will ensure high speed internet availability in

the library and e-library. Leased line connectivity will be ensured. For IT related issues librarian will collaborate with IT team of the Institute, any decision on IT has to be routed through IT team In-charge only and sanctioned by the Director of the Institute only.


(Dr. Anuj Hundet)
Coordinator, IQAC




(Dr. Pragyesh Kumar Agrawal)
Director

