St. Bede's College
Shimla-171002
(UGC-NAAC "A" Grade Re-Accredited)
College with Potential for Excellence
Phone:0177-2842304, Fax:- 0177-2842498
www.stbedescollege.in,E-mail:- bedescollege@gmail.com

STANDARD OPERATING PROCEDURES (SOP)
LIBRARY COMMITTEE
ST. BEDE'S COLLEGE, SHIMLA

SOP No.: LIBRARY/SOP/01/2026
Effective From: Academic Session 2026–27
Year of Establishment of Library Committee: 2009
Review Frequency: Annually
Approved By: Principal
Responsible Unit: Library Committee
Version: 1.0

PART I

LIBRARY ADMINISTRATION AND OPERATIONAL PROCEDURES

1. Purpose

The main purpose of the library is to collect, organize, preserve, and provide equitable access to books, information, and educational resources for the institutional community.

The library provides access to a wide range of information resources, including books, e-books, journals, e-journals, newspapers, databases, question papers, and other academic resources. It supports and extends the academic programmes of the institution by meeting the teaching, learning, and research needs of faculty members and students and by providing facilities for study, research, and recreational reading.

The library aims to:

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- **Support Academic Development:** Ensure that library resources and services adequately support teaching, learning, and research.
- **Promote Resource Utilization:** Encourage effective use of print and electronic information resources.
- **Enhance Services:** Provide user-friendly and technology-enabled library services.
- **Ensure Equitable Access:** Maintain fair and equitable access to library facilities and resources for the institutional community.
- **Promote Reading and Research:** Encourage reading habits, independent learning, information literacy, and research activities.

2. Objectives

The main objectives of the library are to:

1. Develop and periodically review the Library Development Plan.
2. Ensure that library resources are relevant to the curriculum and research requirements of the institution.
3. Recommend the purchase of books, journals, reference materials, and e-resources.
4. Review the adequacy and utilization of library resources.
5. Promote the use of digital libraries, e-resources, and ICT-enabled services.
6. Monitor library services and facilities for students, faculty members, and researchers.
7. Encourage reading, research, and information-literacy activities.
8. Ensure proper preservation, maintenance, and security of library resources.
9. Review outdated, damaged, and obsolete materials and recommend appropriate action.
10. Promote accessibility of library facilities and services for students with disabilities.
11. Review feedback received from library users and to recommend improvements.
12. Monitor expenditure from the library budget.
13. Ensure transparency and proper documentation of library activities.
14. Review library rules and recommend amendments whenever required.
15. Support quality-assurance and accreditation-related documentation concerning the library.

3. Constitution of the Library Committee

The Library Committee shall ordinarily consist of the following members:

Position	**Member/Representation**
Chairperson	Principal

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Convener/Member Secretary	Librarian
Member	College Manager
Member	One or more Senior Faculty Members
Member	One Faculty Member from each Department

The composition of the Committee may be modified by the competent authority as and when required.

4. Tenure of the Committee

1. The Library Committee shall normally have a tenure of one academic year, unless otherwise specified by the institution.
2. Members may be re-nominated or re-appointed in accordance with institutional rules.
3. Any vacancy arising during the tenure of the Committee may be filled by the competent authority.
4. The Librarian shall ordinarily function as the Convener/Member Secretary of the Committee.

5. Meetings

1. The Library Committee shall meet at least twice in an academic year.
2. Additional meetings may be convened whenever necessary.
3. The Convener shall issue the meeting notice and circulate the agenda.
4. Minutes of every meeting shall be prepared and properly maintained.
5. Decisions requiring financial or administrative approval shall be forwarded to the competent authority.
6. Action Taken Reports (ATR) shall be reviewed in subsequent meetings, wherever applicable.

6. Functions and Responsibilities

A. Collection Development

The Library Committee shall:

- Assess the requirements of various departments and academic programmes.
- Review recommendations received from faculty members and students.
- Recommend textbooks, reference books, and materials for competitive examinations.
- Recommend journals, periodicals, and databases.
- Review requirements for e-books and other electronic resources.

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- Avoid unnecessary duplication of resources.
- Encourage balanced development of the library collection.

B. Budget and Financial Management

The Library Committee shall:

- Prepare/recommend the annual Library budget.
- Prioritize expenditure according to academic requirements.
- Monitor utilization of the sanctioned Library budget.
- Recommend expenditure on books, journals, databases, software, equipment, and maintenance.
- Ensure that proper records and supporting documents are maintained.
- Follow institutional purchase procedures and applicable financial rules.

C. Digital Library and ICT Services

The Library Committee shall encourage:

- Library automation.
- OPAC/Web OPAC services.
- E-books and e-journals.
- Institutional repositories, wherever available.
- Remote access to e-resources, wherever available.
- Barcode-based library management and circulation services.
- User orientation and training in the use of e-resources.

D. User Services

The library shall review and improve:

- Issue and return services.
- Reference services.
- Reading-room facilities.
- User orientation programmes.
- New-arrival displays.
- Current-awareness services.
- Reprographic and printing facilities, wherever provided.
- Internet and e-resource facilities.

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- User feedback and complaint-resolution mechanisms.

7. Best Practices of the Library

The library shall promote and undertake the following best practices, as appropriate:

1. Proper maintenance of the library service area.
2. Student participation in library-related programmes and activities.
3. Compact and systematic storage of less frequently used collections.
4. Library book exhibitions.
5. Information-literacy programmes.
6. Freshers' orientation programmes.
7. Best Library User Award.
8. Collection of user feedback through appropriate mechanisms.
9. Internet access facility.
10. Free browsing facility.
11. Use of integrated library management software.
12. Book Talk and other reading-promotion activities.

8. Library Facilities

The library provides the following facilities, subject to availability:

1. Book Bank facility.
2. Photocopying/printing facility.
3. Five-year question-paper facility.
4. Kindle/e-reading devices.
5. Free Internet browsing facility.
6. Special collection for competitive examinations.
7. E-Catalogue/OPAC.
8. E-books and other electronic resources.

E-Catalogue

The Library E-Catalogue/OPAC may be accessed through:
https://stbedescollege.info/admin/library-catalog

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E-Books

The library provides access to e-books and electronic academic resources through available platforms, including:
e-PG Pathshala

9. Archives Section

The Archives Section houses a collection of rare and old books, back volumes of national and international journals and magazines, and materials relating to the history and heritage of the College.

The Archives Section may include:

- Rare and old books.
- Back volumes of national and international journals and magazines.
- Materials documenting the history of the College.
- Digital posters and displays relating to the history of the College.
- Audio-visual aids.
- Projectors and screens.
- Computers.
- CDs and DVDs.
- Visual charts.
- Maps.
- Microforms.
- Globes and other educational materials.

The archival resources shall be preserved and maintained appropriately for academic, historical, and institutional reference.

10. Stock Verification and Weeding

The Library Committee shall review:

1. Periodic physical verification of library holdings.

2. Missing and damaged books.
3. Books requiring repair or replacement.
4. Obsolete and outdated materials.
5. Duplicate and unwanted materials.
6. Proposals for withdrawal/weeding of library materials.

Any write-off or disposal of library materials shall be carried out only in accordance with the approved financial and administrative rules of the institution.

11. Review of Library Rules

The Library Committee shall periodically review:

- Membership rules.
- Borrowing limits.
- Loan periods.
- Overdue/late-return rules.
- Loss and damage procedures.
- Library discipline.
- Use of electronic resources.
- Reading-room rules.
- Internet and ICT usage.
- Use of mobile phones and other electronic devices.

Recommended amendments shall be submitted to the competent authority for approval.

12. User Feedback

The library shall obtain feedback from users through appropriate mechanisms, including:

- Student feedback forms.
- Suggestion boxes.
- Other feedback mechanisms approved by the institution.

The Library Committee shall analyse the feedback received and prepare an Action Taken Report, wherever improvement is required.

13. Library Development Plan

At the beginning of each academic year, the Librarian shall prepare a proposed **Annual Library Development Plan** covering:

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- Collection development.
- E-resources.
- Library automation.
- Infrastructure.
- Furniture and equipment.
- Digital services.
- User-awareness programmes.
- Staff development.
- Accessibility.
- Budget requirements.
- Maintenance and preservation.

The plan shall be placed before the Library Committee for discussion and recommendation.

14. Documentation and Records

The following records shall be maintained by the library:

1. Library Committee constitution/order.
2. Meeting notices.
3. Meeting agendas.
4. Attendance of Committee members.
5. Minutes of meetings.
6. Action Taken Reports.
7. Annual Library Development Plan.
8. Library budget/proposals.
9. Book purchase recommendations.
10. Journal and e-resource recommendations.
11. Stock verification reports.
12. Weeding/write-off records.
13. User feedback reports.
14. Annual Library Report.
15. Library usage statistics.
16. Records of digital/e-resource usage.
17. Library orientation and training records.

15. Annual Review

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At the end of every academic year, the Library Committee shall review:

- Growth of the library collection.
- Utilization of the Library budget.
- Library usage statistics.
- E-resource usage.
- User satisfaction and feedback.
- New services introduced.
- Pending recommendations.
- Infrastructure requirements.
- Accessibility provisions.
- Future development requirements.

PART II

LIBRARY RULES AND REGULATIONS

16. Library Regulation

Before requesting a book from the library, students should first consult the E-Catalogue/OPAC to check the availability and details of the required book.

If the required book is not listed in the catalogue, the student should consult the Librarian.

17. Borrowing Limit and Issue of Books

1. Books shall be issued only during Library hours, i.e. 9:00 A.M. to 4:00 P.M.
2. Reference books pertaining to the subjects may be issued after 2:00 P.M. for overnight use and on Saturdays at 11:00 A.M., subject to Library rules and availability.
3. A maximum of three books may be issued to a student at one time, subject to the applicable Library rules.

18. Loan Period and Renewal

1. Books may generally be kept for one week, depending upon the type of book.

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2. Books may be returned to the Librarian before the due date.
3. If a student wishes to renew a book, the student shall first produce the book before the Librarian.
4. Renewal may be permitted for an additional two or three days, subject to the requirement and availability of the book.
5. A book required by another user may not be renewed.

19. Overdue/Late-Return Rules

1. Failure to return a book on time shall attract a fine of ₹1.00 on the first day.
2. An additional ₹1.00 shall be charged for each succeeding day.
3. No further book shall be issued to a student until outstanding fines have been paid.

20. Loss and Damage of Library Materials

1. Students shall be responsible for books and other library materials issued to them.
2. A lost book shall be either replaced or paid for by the borrower, as determined in accordance with Library rules.
3. Library materials shall be handled with due care.
4. If a borrowed book is lost or damaged/mutilated beyond usable condition, the user shall inform the library in the prescribed manner.
5. A lost book should ordinarily be replaced by the same edition or the latest available edition, as appropriate.
6. Overdue charges shall not be levied from the date on which the loss is reported until the matter is resolved, provided the replacement or settlement is completed within the prescribed period.
7. If the book cannot be replaced, the matter shall be placed before the Library Committee for appropriate decision.

21. General Library Rules

A. Library Discipline

1. Students and other users shall maintain proper discipline and decorum inside the library.
2. Users shall avoid unnecessary conversation and activities that may disturb others.
3. Users shall remember that the library is a place for reading, study, and academic work.
4. Every student entering the library shall carry and display a valid College Identity Card.
5. Identity Cards must not be lent to or used by another person.
6. Bags, books, and other personal belongings shall be kept in the designated area.

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7. Reference books kept on open shelves shall generally not be issued for borrowing and may be used within the library.
8. Users must not write, underline, mark, tear, fold, or otherwise damage books or other library materials.
9. Magazines and journals shall generally be read in the library and shall not be issued for borrowing.
10. Students may read and study in the library during its working hours.
11. Users shall not tamper with books, documents, furniture, equipment, or other Library property.
12. Beverages and eatables are not permitted inside the library.
13. Users shall follow all Library rules and instructions issued by the competent authority.
14. Complaints or suggestions may be submitted to the Librarian.

22. Reading-Room Rules

1. The Reading Room shall be used for quiet reading and study.
2. Only notebooks, writing materials, and other permitted study materials should be taken into the Reading Room.
3. Users should not leave books or other library materials in incorrect places.
4. If a user is unable to return a book to its proper shelf, the book should be left on the designated table for reshelving by Library staff.
5. Users shall not hide or deliberately place books in incorrect locations.
6. Library resources are intended to serve present and future generations and must therefore be handled with care.
7. Complete silence shall be maintained in and around the library.
8. Any complaint or suggestion may be brought to the notice of the Librarian.

23. Use of Electronic Resources and Computers

1. Computers and Internet facilities provided in the library are intended primarily for educational and academic purposes.
2. Users shall use the Internet for academic browsing and other legitimate educational purposes.
3. Access to unauthorized, inappropriate, or prohibited websites is strictly prohibited.
4. Users shall not change, modify, or tamper with the settings or configuration of Library computers.
5. Users shall not install unauthorized software or make unauthorized changes to Library computer systems.

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6. Library premises and facilities may be under CCTV surveillance for security and monitoring purposes.
7. Users shall comply with all applicable institutional rules relating to the use of ICT and electronic resources.

24. Use of Mobile Phones and Other Devices

1. Mobile phones shall be kept on silent mode inside the library.
2. Users shall not engage in activities on mobile phones or other devices that disturb other Library users.
3. Electronic devices shall be used responsibly and primarily for academic purposes.
4. Users shall comply with the instructions of Library staff regarding the use of electronic devices.

25. Membership and General Instructions

1. Readers are not permitted to take personal belongings into the library except money and essential valuables.
2. Every reader entering the library shall sign the Visitors' Register maintained at the entrance, wherever applicable.
3. All articles being taken out of the library may be subject to inspection at the exit.
4. It is the responsibility of every borrower to keep the borrower card safely.
5. Loss of a borrower card shall be reported immediately to the Librarian.
6. A duplicate borrower card may be issued on payment of ₹10, in case of loss or damage.
7. Writing or making any mark in a book, journal, periodical, or other library publication is strictly prohibited.
8. Cutting, tearing, removing, or damaging any picture, page, or portion of a publication is prohibited and may invite disciplinary action.
9. Complete silence shall be maintained in and around the library.
10. Users shall follow all instructions issued by the Librarian and authorized Library staff.

26. No Dues Certificate

1. A Library No Dues Certificate shall be issued to a student only after all Library dues and liabilities have been fully cleared upon completion of the programme.
2. An employee shall be issued a Library No Dues Certificate for resignation, relieving, or other applicable purposes only after all Library dues and liabilities have been fully cleared.

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27. Review and Amendment of Library Rules

These rules and regulations may be reviewed and updated from time to time by the Library Committee and shall be subject to approval by the competent authority wherever required.

Any revised rules shall be communicated to the concerned users and shall come into effect from the date specified by the institution.

Approved by: Principal, St. Bede's College, Shimla

Signature: Sr. Rosily

Officiating Principal
St. Bede's College
Shimla - 2

Date: 28/10/2026

Library Incharge: Ms Ruchi Rangta (Librarian)

Signature: RR



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