



BVC COLLEGE OF ENGINEERING

AUTONOMOUS

Approved by AICTE - New Delhi, Affiliated to JNTUK, Kakinada-AP & SBTET-AP
Graded "A" by NAAC, Included under section 2(f) & 12(b) of UGC Act, 1956

Palacharla, Rajanagaram (M), East Godavari District - Andhra Pradesh - 533 104

(An ISO 9001:2015 Certified Institute)

CET'S CODE: **BVCF**

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Library Management

Standard Operating Procedure (SOP)

Academic Year 2026-27

1. Purpose

To establish a standardized procedure for the effective management of library resources and services, ensuring timely access to print and digital learning resources while complying with the guidelines of JNTUK, AICTE, UGC, and NAAC.

2. Scope

This SOP applies to:

- Librarian
- Assistant Librarian/Library Staff
- Students
- Faculty Members
- Non-Teaching Staff
- Research Scholars
- Library Committee

3. Membership Registration

Objective

To provide authorized access to library resources.

Procedure

1. Every admitted student and newly appointed faculty member shall be registered as a library member.
2. Membership shall be created using the ERP/Library Management Software.
3. A Library Membership ID/Institution ID shall be activated.
4. User details shall include:
 - Name
 - Roll Number/Employee ID

- Department
 - Mobile Number
 - Email ID
5. Library orientation shall be conducted at the beginning of every academic year.
 6. Members shall adhere to all library rules and regulations.

Responsibility: Librarian

Records Maintained:

- Membership Register
 - Digital Membership Database
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4. Book Issue and Return Procedure

Book Issue

1. Members shall present their College ID/Library ID.
2. Books shall be issued through Library Management Software.
3. Number of books and loan period:
 - Students: As per institutional policy (e.g., 3 books for 15 days)
 - Faculty: As per institutional policy (e.g., 10 books for one semester)
 - Non-teaching staff: As approved by the Principal.
4. Due date shall be generated automatically.

Book Return

1. Books shall be returned on or before the due date.
2. Library staff shall inspect the condition of the book.
3. Book return shall be updated in the software.
4. Borrowers shall receive a return confirmation.

Responsibility: Librarian & Library Assistant

Records Maintained:

- Book Issue Register (Digital)
 - Book Return Register
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5. Digital Library Access

Procedure

1. Access shall be provided to all registered users.
2. Login credentials shall be issued by the Librarian/IT Administrator.
3. Users may access:
 - Digital books

- Previous question papers
 - Project reports
 - Institutional repository
 - NPTEL and SWAYAM resources
4. Internet usage shall be for academic purposes only.
 5. Unauthorized downloading or sharing of copyrighted content is prohibited.

Responsibility: Librarian & IT Administrator

Records Maintained:

- Digital Library Login Register
 - Usage Log Reports
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6. E-Journal Access

Procedure

1. The institution shall subscribe to AICTE-approved e-resources such as:
 - IEEE Xplore
 - Springer
 - Elsevier ScienceDirect
 - ASME
 - ASCE
 - DELNET
 - National Digital Library (NDLI)
2. Access credentials shall be shared with faculty and students.
3. Remote access shall be provided where applicable.
4. Library orientation sessions shall be organized to train users.
5. Usage statistics shall be reviewed periodically.

Responsibility: Librarian

Records Maintained:

- Subscription Register
 - Usage Statistics
 - Renewal Register
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7. Stock Verification

Frequency

- Once every academic year.
- Additional verification during NAAC/NBA/JNTUK inspections, if required.

Procedure

1. Principal shall constitute a Stock Verification Committee.
2. Physical verification shall be conducted using accession registers and library software.
3. Missing, damaged, and obsolete books shall be identified.
4. A Stock Verification Report shall be submitted to the Principal.
5. Weeding out of obsolete books shall be carried out with the approval of the Library Committee.

Responsibility: Stock Verification Committee & Librarian

Records Maintained:

- Stock Verification Register
 - Missing Book Register
 - Condemnation Register
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8. Book Procurement Procedure

Procedure

1. Faculty members submit book recommendations to the HOD.
2. HOD forwards the consolidated list to the Librarian.
3. The Library Committee reviews and recommends the titles.
4. Approval is obtained from the Principal/Management.
5. Quotations are invited from authorized vendors.
6. Purchase Orders are issued.
7. Books received are verified against the Purchase Order.
8. Accession numbers and barcodes are assigned.
9. Books are entered into the Library Management Software.
10. Books are displayed on the "New Arrivals" shelf.

Responsibility: Librarian, Library Committee, Purchase Committee

Records Maintained:

- Book Recommendation Register
 - Purchase Register
 - Accession Register
 - Vendor Register
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9. Fine Collection Procedure

Procedure

1. Overdue books shall attract a fine as per institutional policy.

2. Fine shall be calculated automatically through the Library Management Software or manually, where applicable.
3. Members shall pay the fine before borrowing additional books or obtaining a No Due Certificate.
4. In case of lost books, the borrower shall:
 - o Replace the same/latest edition, or
 - o Pay the cost of the book along with processing charges as per institutional rules.
5. Fine collection details shall be entered in the Fine Register.
6. Amount collected shall be deposited in the institution's accounts section.

Responsibility: Librarian & Accounts Section

Records Maintained:

- Fine Register
- Lost Book Register
- Fine Receipt Register

10. Key Performance Indicators (KPIs)

- Number of active library members
- Daily footfall
- Books issued and returned
- E-resource usage statistics
- New books procured
- Fine collection status
- User satisfaction through feedback
- Library audit compliance

S. Koteswari
IQAC



[Signature]
Principal
BVC COLLEGE OF ENGINEERING
PALACHARLA, RAJAHMUNDY.

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1. Honourable Secretary/Chairman File
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3. Main Notice Boards *22/7/26*
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7. File