



# Central University of Himachal Pradesh

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## IBRARY

Sr. No.	Particular	Key Aspects	Observation	Remarks
1.	Library Collection Policy Statement			
2.	Receipt of fine	i. Details of students and fault		
3.	Untraceable books	i. Track of such books i. Efforts for their recovery		
4.	To Write Off Books	i. Procedure i. Initiative taken		
5.	Digitalization			

Collection Controls				
		Observation	Remarks	
1.	How often Library Collection Policy Statement is prepared and reviewed?	As and when required		
2.	The Library manages collections order, purchase and budget	As per the rules		
Circulation Controls				
3.	Automation of Library is completed	Yes, fully equipped		

4.	Every user including students in the Access Services area has been issued an individual sign-on/ unique login.	Students have their ID cards and books are issued through their ID cards only	
5.	Passwords have been updated and the administrator access has been limited to the Library Systems Department	Library staff have their own Library automation software access logins and with the help of individual access login, staff performs various duties	
6.	The workflow process is reviewed by a multi-departmental group	Workflow process is reviewed by the Incharge Library and as and when information is required by the Head of the Institution, details will be given by the staff.	
7.	Fines/fees are managed against patrons who retain library resources beyond the established loan period.	On monthly basis, fine will be deposited by the Library staff to the Bank attached with the University account.	
8.	The issue of non-returned items by faculty is managed.	This issue is properly managed by the Library Staff	
9.	How the process of weeding materials from the collection is managed?	Weeding Process is followed by Library rules meant for this purpose.	
10.	Repair items are returned to circulation in a timely manner.	Repair items are returned back to circulation in a timely manner.	

Financial Controls			
11.	Library resources are the responsibility of the University Library for accounting and inventory control.	Time to time as and when required, inventory reports are made by the library staff and sent to the head of the institution.	
12.	Library resources are capitalized and recorded at cost at the date of acquisition or at estimated fair value at the date received in the case of gifts.	The price of the books is quoted on the books and it will be properly recorded on the accession register otherwise in case of non-print of price, the publisher will attach the price proof of the book. In case of gifted books, entries of the gifted books will be entered in Gratis register with full bibliographic details as well name of the donor.	
13.	Library resources are reported as part of the University's depreciable capital assets.	If Library books are considered to have a useful life of greater than one year, they are capital assets and may be depreciated.	
14.	Capital asset accounts for the Library are maintained	Yes, it was maintained by the Library staff as well	
<b>Action Plan</b>			
15.	Are Display of Do's and Don'ts are properly placed?	Proper labels are	

		pasted on the different corners of the library	
16.	Complete Automation	Library books are fully equipped with Library Automation Software.	
17.	Additional reading area	Library has a large reading area in front of the library main gate.	
<b>Workstation</b>			
18.	Workstation are provided for the access to intranet/e-resources	Till date, this facility is not provided by the University.	
19.	Separate Workstation are provided for differently abled/Divyangjan	Till date, this facility is not provided by the University.	
20.	Workstations are adequately protected from malicious code.	Till date, this facility is not provided by the University.	