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सहकारिताओं की सहायता में सदैव तत्पर!

PROCESS DOCUMENT -
NCDC LIBRARY

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पुस्तकालय

**Process Document -
NCDC LIBRARY**

Document ID: NCDC/PD(Lib.)-08
Revision No: 02

Prepared By:

Reviewed By:

Approved By:

Chief Director (Library)

QMS Documentation Committee

Managing Director



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DOCUMENT CONTROL PAGE

1) REVISION HISTORY

Revision No.		RELEASE DATE	AUTHOR	SECTION / PAGE NO. CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					
00	01	08.09.2016	D.D. (Library)	-	Initial	Management Representative
00	01	01.08.2016	Chief Director (Library)	-	Title of document, Input & Output included, process controls and risk management incorporated as per the requirement of ISO 9001:2015	QMS Documentation Committee
01	02	02.09.2020	Chief Director (Library)	Page no. 5, Para no. 3, Page no. 10, Para no. 6.6, Page no. 11, Para no. 6.8, Page no. 12-15, Para no. 7,10 and 11	Abbreviation, Inter library loan, Libsys 4X software, Process Measurement, Details of documented information maintained	QMS Documentation Committee

2) DOCUMENT AVAILABILITY

HARD COPY / SOFT COPY	LOCATION AND WHERE AVAILABLE
HARD COPY	Deputy Director(Library)
SOFT COPY	https://ncdc.in/documents/employee-corner/4717240619PD_Library.pdf

3) CONFIDENTIALITY

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- The Process Document ('PD') contain confidential and proprietary information. The materials, ideas and concepts contained herein are the property of NCDC ('the corporation') and neither these, nor any other contents of NCDC may be copied, distributed or disclosed to any third party, by any means in any form, without the express written permission of NCDC.
- The procedures listed here are a facilitator to smooth functioning and a means of spreading common process knowledge and understanding across the Corporation.

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1) DIVISION STRUCTURE

Annexure- I

2) RESPONSIBILITIES & AUTHORITIES

Annexure- II

3) ABBREVIATIONS

AACR	Anglo American Cataloging Rule
AMC	Annual Maintenance Contract
BOM	Board of Management
DDC	Dewey Decimal Classification
GC	General Council
HO	Head Office
IDMS	Integrated Document Management Software
LIB	Library
LIBSYS	Library Management System
LDC	Lower Division Clerk
MTS	Multi Tasking Staff
QMS	Quality Management System
RO	Regional Office

4) PURPOSE

- To act as the knowledge & information bank/ centre for the NCDC's staff & officers, staffs and various institutions / library's

5) SCOPE

- Procurement of books
- Issue of books to the readers
- Maintenance Library Catalogue
- Subscribing to Journals / Magazines
- Browsing facility for non - NCDC members through inter library Loan.

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6) PROCESS

6.1 Preparation of Annual Budget

Process input	Source
1. Previous Year budget 2. Expected utilization in the next financial year 3. Book Selection Committee recommendations 4. Requisition from NCDC officers / staff from time to time 5. New arrival in the market / web	Budget file, Requisitions and Book Selection Committee Report

- 6.1.1 Preparation of Budget at the beginning of every year;
- 6.1.2 Seek the approval from the Competent Authority;
- 6.1.3 Utilization of budget on different heads; and
- 6.1.4 Re-conciliation of annual accounts with Finance Division

Process Output	Budget estimate for the year and Reconciliation of annual accounts
----------------	--

6.2 Procurement of the required reading material

Input	Source
Approved Budget, Book Selection Committee recommendations and approved requisitions for reading material	Budget file, Requisition from ROs, Divisions and individuals.

6.2.1 Receive request for books through Library Requisition Slip / Book Recommendation form or through verbal request.

6.2.2 Prepare list of all the books and publication recommended by the readers.

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6.2.3 Check the catalogue to avoid duplication of procurement. In case, similar books is already available in the library, record the same in the "Remarks" column and inform the indenter.

6.2.4 Seeking approval of books from the Competent Authority:-

- Purchase of books through Book Selection Committee, Books are selected from New arrivals in the Market/ Web and the list of books is placed before the committee for selection
- Purchase of new Books from Delhi World Book Fair (through a Constituted Committee for the purpose)
- Purchase of Regular Publications (Swamy's publications, India reference annual, Income Tax act/ Rules etc.) for Reference

6.2.5 In case the required publication is not available with the registered supplier, and subject to urgency, procure the item from the other available sources.

6.2.6 Follow up with the suppliers for the timely supply of the publications.

6.2.7 Receive the publications and check / compare with the suppliers Challan / invoice for ensuring the correct supply of publications.

Process Output

Updating Accession Register

6.3 Process for Procurement of Periodicals / Newspapers for the Library.

Input	Source
Book Selection Committee recommendations for renewals and approved requisitions	Book Selection Committee, Individual employees

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- 6.3.1 Recommendation for renewal of technical Journals/ magazines on receipt of verbal / written request from NCDC staff's / officer's including for introduction of a new periodical / newspapers.
- 6.3.2 Renewal of Popular magazines/journals & News papers for the current financial year. (Annual Subscription)
- 6.3.3 Obtain approval of Competent Authority and place orders.
- 6.3.4 On receipt of periodicals enter the details in Cardex cabinet. On receipt of newspapers, entered in the register.
- 6.3.5 Put library stamp on the periodicals / newspaper at two places and enter the date of receipt.
- 6.3.6 Place the periodicals / newspaper alphabetically & display Racks in the reading room.
- 6.3.7 On receipt of bill from publisher/ newspaper vendor, forward the bill to Account Section for payment
- 6.3.8 Maintain a record of all bills and receipts.

Process Output

Reading material processed for placement as per requirement of NCDC Library

6.4 Providing new Membership and issue of Library Cards

Input	Source
Appointment order of the newly appointed employees	Request in prescribed format from the newly appointed employees.

- 6.4.1 NCDC employees submit the application in the prescribed proforma for membership of the library.

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6.4.2 The Library card is printed / laminated and issued to the NCDC staff/ officers on receipt of completed application.

Process Output

Issue of Library card as per eligibility

6.5 Process for issue of books on loan.

Input	Source
Library Card	Members

6.5.1 NCDC library follows open access system to its members under the system for lending books from the library, the member(s) are allowed access to the shelves. They can make selection of books either by consulting catalogue/the Library Assistant or by browsing amongst the books on the shelves which are generally arranged subject-wise.

6.5.2 Books are issued for thirty (30) day at a time.

6.5.3 Re- issue of books may be allowed for thirty (30) days for a maximum of three times or as long as no other Library Card holder requires the books.

6.5.4 Re- issue of the books is through Libsys software or it can also be renewed from the circulation counter without bringing the book.

6.5.5 In case loss of a book borrowed by a member the member will either replace the same (same or latest edition) or pay printed cost of the book

6.5.6 Overdue charges : NIL

6.5.7 Library staff shall maintain strict vigil for ensuring safety of the books placed in the library.

Process Output

Issue of Library book(s)/Journal(s)/magazine(s)

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- 6.6** Process of issue or loaning of books under inter library loan. NCDC library being a member of Indian Library Association (ILA) provides books /publications to member institutions on loan based on written request similarly NCDC Library seeks for books / publications from member institutions by written request, on the basis of demand raised by departments/members of NCDC. In either case the book/publication loaned out or received under the inter library system is for a maximum period of 30 days.
- 6.7** Classification cataloguing pasting subject wise labeling and placement as per library science norms.

Input	Source
New supply of books	Book supplier agency

- 6.7.1** Generate the Dewey Decimal Classification Number (DDC) with the 18th edition and then enter the details of the book in the Accession Register.
- 6.7.2** Cataloguing of books as per Anglo American cataloging Rules (AACR) by the Librarian
- 6.7.3** Enter the details of the book in the Libsys Software.
- 6.7.4** Paste due date slip on the book.
- 6.7.5** Put Library stamp on processed books at four places for identification as Library property.
- 6.7.6** The book is placed in the appropriate shelves in the Library in the Technical Section Shelf.
- 6.7.7** Send the verified challan, bills along with sanction order to accounts section for payment.
- 6.7.8** Maintain a record of all Challans and bills and a summary of receipts throughout the year.
- 6.7.9** Re-conciliation of Annual accounts with Finance Division

Process Output	Proper classification and cataloguing for retrieval of reading books
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6.8 Libsys 4x software is being used for Circulation of books (Issue and Return), Cataloguing and classification of books. This software meets almost all requirement of library as per library norms. Library officials are involved in identification of the software and renewal of the AMC.

6.9 Stock Verification & Disposal

6.9.1 Stock Verification of the books is conducted through committee constituted by competent authority.

6.9.2 Withdrawal of old, annual publications and unserviceable books from circulation as per the suggestion of the Stock Verification Committee after seeking approval of the competent authority

6.9.3 Disposal of newspapers is carried out after one month, Journals/Magazines after six month through General Administration Division.

6.10 Miscellaneous:

- Preparing the metadata/keywords & indexing uploading to the IDMS software for information retrieval.

7) PROCESS MEASUREMENT

S.No	Process	Measurable process indicators (Working days)	Monitoring Frequency	Responsibility for Monitoring
1	Preparation of budget for next financial year	On receipt of request from G.A. before the beginning of the financial year	Yearly	Deputy Director(Library)
2	New Membership	Within 7 days of receipt of	Monthly	Deputy

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	and issue of card	request from newly recruited employees.		Director(Library)
3	Purchase of Books	After receipt of request from readers: i. Seek approval within 10 days ii. Purchase of books within 15 days of approval	Monthly	Deputy Director(Library)
4	Purchase of specific Newspaper/Journal	After Receipt of request from readers: i. Seek approval within 10days ii. Purchase of newspapers/ journals within 7 days of approval	Fortnightly	Deputy Director(Library)
5	Arrange specific book within short period	After Receipt of request from readers: i. Seek approval within 10 days ii. Purchase of books within 7 days of approval	Fortnightly	Deputy Director(Library)
6	Classification & Cataloguing of books	After accessioning in the accession register within 10 days Classification & Cataloguing including pasting etc of the books.	Monthly	Deputy Director(Library)
7	AMC / ASD/ Up gradation of LIBSYS 4X Software	Seek approval within 10 days	Yearly	Deputy Director(Library)

8) RISK & OPPORTUNITIES IDENTIFIED

Ref.# Risk Register

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9) PROCESS CONTROLS:-

Process	Controls
Purchase of Books	<ul style="list-style-type: none"> • Cross check with data base before purchasing any book • Requirement to be well assessed by the committee to avoid irrelevance and duplication of books purchased
Circulation of books/ journals/ magazines	<ul style="list-style-type: none"> • Regular follow ups with the borrowers • Implementation of library rules
Classification, cataloguing, pasting subject wise labeling and placement as per library science norms	<ul style="list-style-type: none"> • Adoption of "Generate the Dewey Decimal Classification Number" (DDC) system with the 18th edition and then enter the details of the book in the Accession Register. • Cataloguing of books as per Anglo American cataloging Rules (AACR) by the Librarian • Enter the details of the book in the Libsys Software. • Paste due date slip/ book pocket/tag on the book.

10) DETAILS OF DOCUMENTED INFORMATION RETAINED

S. No.	Records	Location	Maintained By	Retention Period in Years	Disposition
1	Book Purchase of	Almirah -A	Programme Officer	5 Years	Tearing/ Shredding after digitization
2	Reference Books Purchase of	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization
3	Recovery of Lost of Books	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization
4	Binding of Library Books	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization
5	Journal/Magazines Purchase of	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization
6	Newspaper - Purchase of	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization
7	Budget Information	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization

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8	RAJBHASHA KARYANVAYANA (HINDI)	Almirah-A	Programme Officer	5 Years	Tearing/ Shredding after digitization
9	Institutional Membership (BCL)	Almirah-A	Programme Officer	Permanent	NA
10	ISO 9001 : 2008	Almirah-A	Deputy Director(Library)	Permanent	NA
11	Stock Verification of Library Books	Almirah-A	Deputy Director(Library)	Permanent	NA
12	Audit Inspection Report	Almirah-A	Programme Officer	Permanent	NA
13	Library Rules	Almirah-A	Programme Officer	Permanent	NA
14	Demand / No Demand Certificate	Almirah-A	Programme Officer	3Years	Tearing/ Shredding after digitization

11) DETAILS OF DOCUMENTED INFORMATION MAINTAINED

- Format of Accession Register (Annexure -IV)
- Procedure for Catalogue Cabinet (Annexure -V)
- Library Rules (Annexure -VI)
- Feedback forms are circulated among the NCDC officers /readers and suppliers on half yearly basis in order to know their views about Library's performance. (Annexure -VII)
- The five laws of Library Science by Dr. S.R. Ranganathan in the year 1931.
- Delegation of Power Latest Officer Order No. NCDC 2-1/2004-Admn and, No.NCDC:2-1/2004-Admn. Dated:06.06.2016.
- Agenda item no.22 of 32nd meeting of the BOM held on 3.1.1985 for Establishing NCDC Library.

12) REFERENCES:

- NCDC Act, Rules & Regulations;
- NCDC's latest circular on delegation of financial and administrative powers.

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