

**A PROFILE
OF
GURUVAYOOR CAMPUS LIBRARY**

2020 - 2021



CENTRAL SANSKRIT UNIVERSITY

Under Ministry of Education, Govt. of India

GURUVAYOOR CAMPUS LIBRARY

Puranattukara, Thrissur, (Kerala)

Phone No: 0487-230771

Email: librarian.sansthan@gmail.com

Father of Library and information Science

Dr.S.R.Ranganathan (1892-1972)



- **Books are for Use**
- **Every reader his or her book**
- **Every book its reader**
- **Save the time of the reader**
- **The library is a growing organism**

--- Dr. S. R. Ranganathan

Our Campus Director



I am veru Much impressed bby the Campus Library. The Library is well maintained by Dr.Rautmale Anand S, Librarian of this Central Sanskrit Unuversity, Guruvayoor Campus, Puranattukara ,Thrissur (Kerala) with the help of Library staffs, Students and Users. The e-granth Automation work are competed.

Library is well euipped with net facility. I am confident that the Library can proper move and such as a model to other campuses of the Central sanskrit Universit.

I wish all the best

*Prof. E.M.Rajam
Director of CSU-GC*



“Message from Librarian”

A library is a collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material and may be a physical building or room, or a virtual space, or both. A library's collection can include books, periodicals, newspapers, manuscripts, films, maps, prints, documents, microform, CDs, cassettes, videotapes, DVDs, Blu-ray Discs, e-books, audiobooks, databases, and other formats. Libraries range in size from a few shelves of books to several million items. “Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life.”

I am happy to “I have the most valuable thing in my wallet is my library card.” Visit your library, get your library card, and you'll be able to borrow a print or electronic book, use free internet, or attend a course that will improve your digital skills. Libraries are essential in a process of giving citizens access to knowledge. In digital times they are needed more than ever before. In times of the internet, everyone can visit a library without leaving home. It's just a matter of opening a library website, and you can not only borrow an e-book but also ask the librarian an online question. Most importantly, however, libraries are the places where you can expect smart and clear answers to even the most difficult questions.

A librarian is a person who is in charge of or works professionally in a library and is responsible for its management and services. The librarian takes care of the library and its resources. Typical job of a librarian includes managing collection development and acquisitions, cataloging, collections management, circulation, and providing a range of services, such as reference, information, instruction, and training services, etc. The increasing role of technology in libraries has a significant impact on the changing roles of librarians. A 21st-century librarian is required to be very much updated with technological changes. New age librarians are making greater use of emerging technologies in the library management and services to make it more popular and useful among the patrons. A librarian can bring you back the right one.” New age librarians are not mere bookworms, they are high-tech information professionals, and clever communicators, helping patrons dive in the oceans of information available in books and digital records. Librarians are teachers, problem solvers, innovators, collaborators, leaders, and learners.

Dr. Rautmale Anand Librarian

TABLE OF CONTENTS

Title No.	Subtitle no	Particulars	Page no.
		Title page	
		Father of Library and information Science	1
		Our Campus Director Message	2
		Campus Librarian Message	3
		Table of Contents	4-5
1.		Self-Introduction (Academic profile details)	6-12
	1.1	Library Staff	12
2.		About CSU-GC Library	13
	2.1	Vision	13
	2.2	Mission	13
	2.3.	Role of Library	13
3		CSU-Guruvayoor Campus Library	14
	3.1	Library Building	14
	3.2	Working hours of the Library	14
	3.3	Organizational Setup	15
4		Library Collection	16
	4.1	Library at Glance	17
5		Financial year wise Book Purchase (2015- 2021)	18-20
	5.1	F. Y 2015- 2016 Books & Journals purchasing details	18
	5.2	F. Y 2016- 2017 Books & Journals purchasing details	18
	5.3	F. Y 2017- 2018 Books & Journals purchasing details	19
	5.4	F. Y 2018- 2019 Books & Journals purchasing details	19
	5.5	F. Y 2019- 2020 Books & Journals purchasing details	20
	5.6	F. Y 2020- 2021 Books & Journals purchasing details	20
6		Year wise Library Registered Users (2015- 2021)	21
7		Newspapers, Magazines & Journals collection	21
8		Year wise GC Library visited Users (2015 - 2021)	22
9.		Year wise books & periodicals collection	23
10		Journals & periodicals section with subject wise list	24-26
11		Section wise Library Set up (Ground floor)	27
	11.1	Librarian Room	27
	11.2	Library entrance with Security counter	27
12		Book issuing Counter (Circulation Section)	28
	12.1	Library Routine work	28
	12.2	Issue / return procedure	28
	12.3	While issuing books	28
	12.4	While receiving the books	29
	12.5	Borrowing entitlements for faculty/ Students	29
13		Library Policy	29
	13.1	Documents that can & cannot be borrowed	30
	13.2	Library fine, renewals and reservations	30
	13.3	Loss/ Mutilation of documents & policy of compensating Library	30
	13.4	Photocopy Services	31
	13.5	Theft/ Misuse of library resources	31
	13.6	Issue of library used certificate's	31

TABLE OF CONTENTS

Title No.	Subtitle no	Particulars	Page No.
14.		Library reading section	31
15		Manuscripts Section	32
16.		Computer Section	33
17		Journals Display section (Ground floor)	34
18		Stack Section	35-36
19		Stock verification & procedure to write-off books	37-39
20		Reference section (first floor)	40
	20.1	Bound volumes Stack (Journals)	41
	20.2	Book Bank	41
21		Function of the LAC	42
	21.1	Library Advisory Committee	42
	21.2	Terms of reference for LAC	42-44
22		Procurement of Learning Resources	44
	22.1	Procurement of Books : Process & approvals	44-45
	22.2	Terms and conditions for vendors	46
	22.3	Book Procurement Process work-flow	46-48
23		Subscription of journals	49
	23.1	Subscription process and approvals	49
	23.2	Bank guarantee for advance payment	50
	23.3	Subscription process work-flow	50-51
	23.4	Receipt of and access to journals	51
	23.5	Gratis & exchange periodicals	51
	23.6	Maintenance of records	52
24		Procurement of e-Resources	52
	24.1	Process and approvals	52
	24.2	Electronics journals	52
	24.3	E-Books	53
25		Reference Service	53
26		Inter Library Loan	53
27		Digital Library Services	53
	27.1	Computerization of library	54
	27.2	E-Granthalaya Automation &OPAC	55
	27.3	Networking of Libraries	55
28		Building facilities	55
	28.1	Cleanness	55
	28.2	Electricity & water facilities	55
	28.3	Floor plan & direction	55
		LIBRARY RULES AND REGULATIONS:	56
		CONCLUSION	57-58
		Library Membership (Students an Research)	59
		CSU-GC staff Membership form	60
		Library membership form (Temporary)	61
		Lost/ Mutilated and Book Replacement request form	62
		Book Recommendation form	62
		Casual / / Short -Term /reading room membership form (to avail library facility)	64

1. SELF INTRODUCTION (Academic Profile)

Name	:	Dr.Rautmale Anand S. Librarian
Qualification	:	Ph.D. in Library & information Science M.Lib. & inf. Sci. /PGDLAN/ M.A Sanskrit (Sahitya
Academic Profile:	1	Master of Library and information Science
	2	Post Graduate Diploma Library Automation & Networking
	3	M.A in Sanskrit (Sahitya)
	4	Ph. D in Library and information Science
Work Experience	:	Librarian w.e.f 09.10.2006 to 07.06.2013 at CSU-GC/Kerala. : Librarian w.e.f.10.06.2013 to 15.06.2018 at KJSSV/Mumbai. : Librarian w.e.f.16.06.2018 to continue....
Life Membership	:	Indian Library Association, New Delhi Madras Library Association, Chennai Maharashtra State Online Study Centre, Mumbai Kerala Library Association, Trivandrum Marathi Vishva Parishad, Pune
Other Activities	:	Supervision of Sansthan Examination Accountant In charge at Mumbai Campus, Administrative responsibilities duty at CSU-KJSSV Mumbai Attended and Conducted Duty as Sub. Expert in interviewer Attended duties in Book Exhibition at Bangalore, Mumbai &ERS The members of various committees in Campus devt.duties.
Awards	:	Marathi Vishva Parishad Achievement Award 2019 Best Yong Librarian award from Vertex Research & Technology On dated 09.09.2021. (Tamilnadu)

1.1 Research Papers: UGC Approved/Peer –Review, Referred with Impact Factor Article etc.

Year	Title of Research Paper (Article)	Name Of Journal	ISSN	Impact Factor
2016	Library Service trends in the various campuses of Rashtriya Sanskrit Sansthan, G.C, Deemed University	International Recognition Multidisciplinary Research Journal (ISRJ) Vol.V (Issue XII)Jan.2016	2230-7850	3.1560 (UIF)
2016	An impact of information technology on library services in RSS (IRMRJ)	E-Library Sc. Research Journal (IRMRJ) Vol.no.V, Issue- III, Jan.	2230-7850	3.1560 (UIF)
2017	Library Service trends in the various campuses of R.S.S.Critical Study	Int. Journal of Advance Res.in Sc.& Engg Vol.06, Issue -11, Nov. 2017	2319-8354	2.83
2017	An overview of Rashtriya Sanskrit Sansthan's Ref Service in web Environment	Journal of Emerging Technologies& Innovative Research(JETIR) Vol.4, Issue-12/163	2349-5162	5.87
2017	Introduction to cloud computing & communication services of CSU-GC.	International Journal of creative research thought (IJCRT) Vol.5 Issue - Dec -17	2320-2882	7.97

1.2 Articles details: Research Publications in the Journals notified on UGC website during the year.

Srn.	(Seminar, Conference.	Title of the programme	Title of the Research paper	Duration	Organizer
1	Seminar	Translation : Challenges & Scope	Facebook as a tool for Academic Library Science : problems and Prospectus	18 Nov, 2016	Language Dept.K.J.Somaiya. Mumbai
2	6 th Conference on body Mind & life	MEN-TSEE KHANG : Tibetan Holiness the Dalai Lama	Participation in the 6 th Conference on body Mind & Life	22-23 Nov. 2017	K.J. Somaiya Centre Buddhist Studies
3	10 th International Conference.	10 th International Conference on Science Tech. & gm.	Library service trend in the various campus of RSS ,DU : A Critical Study	19 th Nov, 2017	At Institute of Elec. & Tell. Engg. Bngl
3	3 rd international conference	3 rd International Conference on Research Devt.in Applied science ,Engg. &Mgm.	Dmaic concept to Reaching out to users to satisfy through E- services in ten campuses of RSS Libraries: A Critical Study	19 th Aug. 2018	AEM- 2018 Dr. A.K. Sharma
5	National Conference	22 nd Kochi international Book festival	Revitalization of Indian Philosophy : Decolonization of Indian Mind	9-10, Nov, 2018	ICPR
6	Workshop	Hindi Pakhwada	Hindi Pakhwada	Sep.14 – 28 , 2018	RSKS/DU/GC Hindi Vibhag
7	Workshop	Hindi Pakhwada	Hindi Pakhwada	Sep. 14 – 28, 2019	RSKS/DU/GC Hindi Vibhag
8	National Sminar	Rashtriya Yuvadivas	Significance of Swamy Vivekanandas View in 21th century Edu.	12.01.2019	Education Dept.CSU-GC Thrissur

1.3 International FDF & seminar

Srn	International webinar	Subject	Period	Organizer
1	International webinar Yoga	Laughter Yoga	9 May, 2020	Mumbai University Coll. Association.
2	International webinar Yoga	Laughter Yoga	9 May, 2020	Mumbai University Coll. Association.
3	Three days International webinar	“Post COVID -19: Challenges & Opportunities for LIS Professionals.	3-6 June, 2020	Andhara University, Vishakhapatnam
5	Manuscriptspedia for International Research Internship (1 month)	As per Scheduled various lectures attended	15 th June to 15 July 2020	Manuscriptspedia International Res., Internship
5	7 days Virtual international Devt. Programme for Libs	One Week Imbibing skill for today's Librarianship : Technique & tools	24 to 30 May 2020	MES institute of Mgm. Curries courses MUM
6	Manuscriptology course Basic level	Manuscriptology & Paleography workshop Brahmi, Granth, Nandnagri,	Oct. 11 – 31, 2019	Manuscriptology & Paleography workshop at GC

1.4. Short term course

Srn.	Short course name	FDF / course details	Period	Organizer
1	Online faculty Devt. Short programme on an initiative of national Mission of Education through ICT.	Online faculty Development Short programme on JOOMLA	1-5 June 2020	DON Bosco college central Library ICT – MHRD Itanagar
2	Madras Lib. Associan	Lib Short Term Course	2020	17-24, July 2020
3	One week short term course organized by Dept. of Computer science Marinara, KA	Computer. literacy programme which includes fundamentals of compute inf. tech.	18-24 ,May 2020	Govt. 1 st Grade College, Marinara Karnataka.
4	Two week FDP (E- Content Development)	FDP for Librarians on Creation, Preservation and Dissemination of e-content	6- 18 June 2020	UUC- HRDC Organized by University of Pune.

1.5 Seminar /IFDP Workshop Conference Participant (webinar)

Sl. No	Seminar /IFDP Workshop Conference Participant	Topic	From	Sponsored by Unit, / College.& Org.
1	Intellectual Webinar Disseminations of Knowledge on diverse	IIM Ahmadabad Library	12/5/2020	MIT world peace University.
2	Intellectual Webinar Disseminations of Knowledge on diverse	Research & publishing Ethics	13/5/2020	MIT world peace University.
3	Intellectual Webinar Disseminations of Knowledge on diverse	Status of Librarian in UGC Regulation 2018 by Mohan Cheered, Maharashtra	14/5/2020	MIT world peace University.
4	Intellectual Webinar Disseminations of Knowledge on diverse	Role of Libraries in increasing Ranking of institution by D.M. Veer	16/5/2020	MIT world peace University.
5	Intellectual Webinar Disseminations of Knowledge on diverse	Lighter Side of Library Management: Cartoon show by Rajneesh veer sir	17/5/2020	MIT world peace University.
6	One days Webinar	Digital Learning Through National Digital library of in	2.06.2020	MIT world peace University.
7	IFDP : MUCTA	IFDP on libraries response to COVID 19 online library services	12- 18 May 2020	BMKRC /SNDT women's Uni. Mum.
8	National Webinar	NAAC E-resources Management for Libraries	12 - 15 May2020	Shiva Presoak Mandala, Dhulia
9	One day Webinar	Access to E- Knowledge Resources: paradigm in virtual teaching & Digital Library	14 May 2020	Annual University, Gurgaon, Mumbai.
10	"	NAAC : Best practices in affiliated autonomous college Libraries	15 May 2020	MIT Engineering college, Pune.
11	"	OUT (Think, Smart & perform)	16.05 2020	MIT Engineering college, Pune.
12	One day webinar	Importance of getting book expertism	11.5.2020	MIT Engineering college, Pune.
13	One day webinar	Reading advisor Service : need of the time	13.05.2020	MIT Engineering college, Pune.
14	National Level Seminar	Five days webinar certificate mention various topics	18-22 May 2020	North Maharashtra Uni., Jargon (N-MUCTA).
15	One day webinar	Utilizing digital Resources for e-content Dept. & Designing	22 May 2020	Marwari Vidyalaya Santali ,Mumbai
16	One day National webinar	COVID -19 Mental Health after Lockdown period	25.05 2020	MVP Arts com. Sc. college, Nashik.
17	One day National webinar	One day Webinar on Practical Librarianship	26 May 2021	Late Alit Datatrye Pusadkar Arts col., Amravati.
18	State Level Webinar	VACHAN SANSKRIT : AVHANE OR UPAYA	26 May 2020	MUCLA, Mum. University

19	Three Days Webinar	Academic writing and Research Ethics	27-29 ,May 2020	IQAC, Janata Coll. , Kabuganj, & Don Bosco Lib, Itanagar
20	Two days webinar sponsored by Gobi Maratha	National webinar on Librarianship Development through Best Practices,	28-29, May 2020	Gujarat Power Eng. & Res Inst. Institute,
21	National Level webinar	COVID – 19 Mitigation : Strategies	29-29 May 2020	Govt. 1 st Grade Coll. Sivamoga Karnataka.
22	IFDP Webinar (30 May to 3 June 2020)	FDP on Evolution from online or offline teaching.		Salish Prada Dhyanasadhana College, Thane.
23	5 th online informative session live	E- Learning the road Ached	18.04. 2020	Mumbai University College , Associn
24	Two days national webinar	Life science 2020: Education and invocation for future.	19-20 May 2020	Anasaheb Magarcoll of, Hadapsar ,
25	One days attended webinar	J-Gate: one platform to Discover all scholarly E-Journal Literature.	15.June 2020	ShodhSindhu Informatics Publishing Ltd. bngr
26	One day National webinar	Online Teaching Leaning tools	15 June 2020	Assam College Librarian Esso.
27	FDP webinar	Enhancing the minds of students thought ICT based learning: Aakriti: Giving Shape.	2.07. 2020	Jayantrao Savant Institute, Hadapsar Pune.
28	One day webinar for Library & internal quality Assurance cell (IQAC)	Use of Open resource for Academician and Researchers.	10 July 2020	College of Non-Conventional Vocational Courses Women, Kolhapur
29	National webinar	Role of Youth Nation Building & National integration	10 July 2020	IIT Nagpur, Rourkela, IITDM Kurnool & IGNOU
30	One Day Webinar	Future libraries : Role of Library & information Science Professionals	18 July 2020	Aditya Educational Institution
31	One Day webinar, R.G. Ranga Swamy college.	Digital Library Solution from informatics Published	16 July 2020	,GOA Library Association
32	One day National webinar one day webinar	Successful research paper from concept to submission.	13 July 2020	Central Library (GIST) Warangal, Telangana
33	One day National webinar	Impact of Academic Libraries : problems of Prospects	20.06. 2020	Neharu Gram Bharati, Kotawa Jamunipur,
34	One day National webinar	Research Visibility & in the quality context of NAAC	16.2. 2021	Seshadripuram college, Begaluru

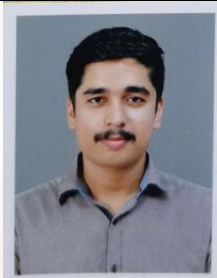
1.6 Seminar /IFDP Workshop Conference Participant (webinar Year 2020-2021)

Sl. No	Seminar /IFDP Workshop Conference Participant	Topic	From	Sponsored by Uni, / College.& Org.
1	One day National Anvarat Samvad webinar	Registration and Importance farmer produce Organisation	01.08. 2021	A Joint Effort of NOESII thinktech Search & Research Devt. Society.
2	“	Millets: Rich in Nutrition ineffective against the climate change	25.07. 2021	“
3	One day National webinar	IPR & Plagarsm	05.07. 2021	IQAC Dept. of Library SJSM Koper, Nan durbar
4	One Week National webinar (FDP)	Life skill management	5-9, July 21	Provera Technical campus, Mash.
5	International webinar at Kerala	Sanskrit & Indian Education perspectives challenge & Approaches	7-9 May 21	BVN Brick Sc. & Humanities MBA Library. Palakkad
6	One National webinar Bihar	National Brain Research Centre	08.08. 2021	Uni. Of Assam- Bihar Lib. Association,
7	“	Tools and techniques for research in current context (NWTTD-2021)	22.08. 2021	“
8	“	Day-7	29.08. 2021	“
9	National Lib, Webinar	Arts of Bliss Odessa	12.6.21	CSU-Pure, campus
10	International Webinar Dept. LIS	Problem & challenge in academic Lib. services	12.06. 2021	Neharu Grambharti prayasras (UP)
11	International webinar	Research Visibility and quality in the context NAAC & NIRF.	16.02. 2021	Seshadripuram Colleg, Banglore University
12	International webinar Kent state University OHIO, U.S. Lib	Global Sttandard in Library Science	20, April 2021	Seshsdripram evening college Kent state Uni. US
13	National webinar Lib	Intellectual property creation management in academic innovation	18.08. 2021	Sushant University Resource centre
14	National webinar	Role of Librarian in catering the needs of its climates	29.06. 2021	Sadakathullah Appa college, Tirulveli, TN
15	International webinar	Paper presented topic Role of Librarian		CSU-Bhopal Campus, MP
16.	International webinar Library sc.	Online International conference in New Trends & Technology in Digital Libraries	23.09. 2021	Sadhu Vasami Institute of Management Studies for girls, Pune,Maha.
17	International online webinar ,U.S (ALISE – Ifederation pannel)	The Rising Phonix: Prespective on Resilience for education, Research & practice	24.03. 2021	Association of Library and information Sc. Education. ALISE
18	National webinar	Role of Librarian in catering the needs of its climates	29.06. 2021	Sadakathullah Appa college, Tirulveli, TN
18	International webinar	Paper presented topic Role of Librarian		CSU-Bhopal Campus, MP

1.7 Publication other reputed Research Journals as notified by the UGC

Srn	Journal name Research Paper in Book	Title of Book/ Manuscript/ journal	ISSN no.
1	ShikshaSudhajan-March 2012 Qua. Research	USER EDUCATION : in the Age of Information Technology	2249 491X
2	Nibhandhmala RSS-Guruvayoor Campus ,Kerala (2012-13)	Planning for Library Automation	2277 2359
3	Shikshavahini Yearly (2012-2013)	Cloud Computing infrastructure for Libraries : Order of the day	2278 6163
4	Nibhandhmala RSS-Guruvayoor Campus ,Kerala (2012-2013)	Library Security Systems	2277 2359
5	The Indian Council of Social Science Research, N/W Regional center Panjab Uno. (2018)	Dmaic Concept to Reaching out to users to satisfy through E-Service in 10 campuses of RSS Lib. Critical Study	97893877 93 439
6	Vedajyotishmati Vol.II, Aug-2014	An overview on Reference on Web Environment	2349-3100
7	Shodh-Chetana Referred & Reviewed Research journal Vol. IV(Oct - Dec. 2017) Quarterly	Application of information technology Library services in the Rashtriya Sanskrit Sansthan : PC to cloud Computing	2350-0441
8	Vedajyotishmati Vol.10 (2017)	Facebook As tool for Academic Library Services: Problems and Prospects	2349-3100

1.8 LIBRARY STAFF

1.	Name :- Nandu Pankaj	
	Designation :- Library Attendant	
	Qualification :- HSC	
	Name of Board :- Central Board of Secondary Education	
	Date of Joining :- 13.11.2019	

2	Name :- Abin P. Girijan	
	Designation :- MTS (Agency)	
	Qualification :- HSC	
	Name of Board :- Central Board of Secondary Education	
	Date of Joining :-	

2. About CSU-GC: Library work-flow.

Welcome to Guruvayoor Campus Library, GC library is one of the best libraries among the 13th campuses library of the Central Sanskrit University. The Campus library is established in July 16, 1979. The Library is shifted into new building in December 1, 2006 and it's named as Guruvayoor Campus Library. It is a main source of Knowledge, which is an integral and important part of our institute of higher learning. Library is the nerve center of the organization and plays an important role in social & educational growth of the institution. It also plays a vital role by providing a platform in education at all levels. Our library has rich collection of Sanskrit Books viz. Philosophy, Nyaya, Sanskrit Literature, Vyakarna, Dharmashastra, Jyotish, Religious, History, Education, Malayalam etc. With a unique collection of around 36810 books and Apart from this a separate chamber is provided to accommodate 172 Manuscripts in the same floor and Journals, Periodicals, Newspapers, Thesis & Dissertations, the campus library caters to the needs of the students and staff members.

2.1 Vision

Be an internationally acclaimed of Guruvayoor Campus Library, recognized for excellence in teaching, research and outreach; provide the highest quality education to students, nurture their talent and promote literature, linguistics, philosophy, poetics Sanskrit shastras and their personal development; remain dedicated and steadfast in the pursuit of truth aligned with the motto of the Library “**Nishtha Dhriti Satyam**” and serve humanity through the creation of well-rounded, multi-skilled and socially responsible global citizens.

2.2. Mission

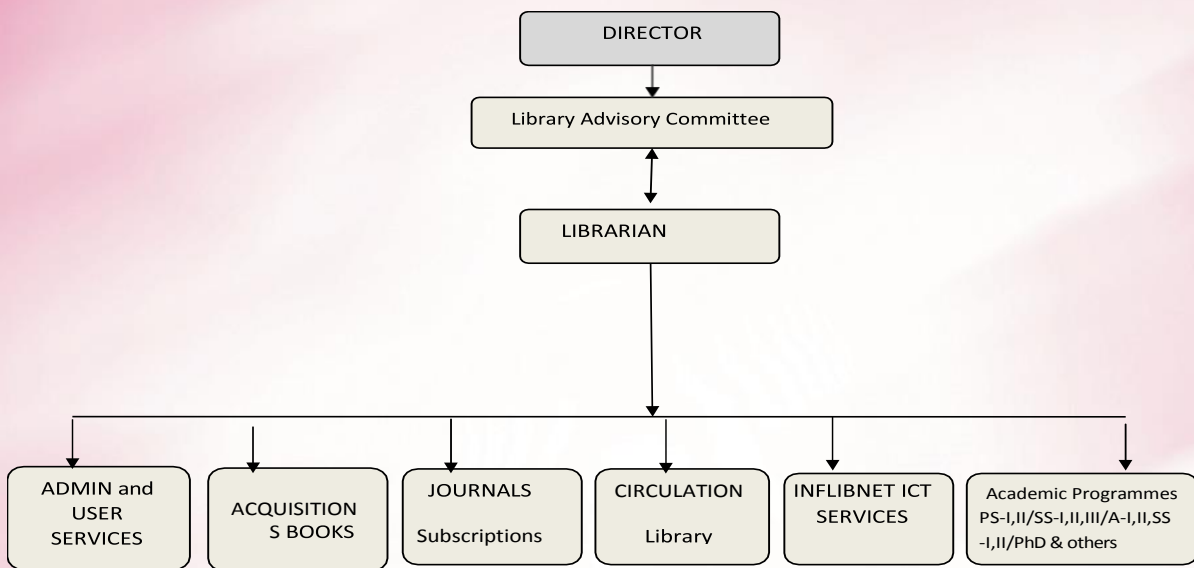
The Central Sanskrit University, Guruvayoor Campus Library strengthen and enhance the teaching, research and service of the University at Thrissur. The Libraries promote intellectual growth and creativity by developing collections, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering research assistance nurture lifelong inspired learners from across the globe in line with our cultural ideal of ‘**Vasudhaiva Kutumbakam**’.

2.3 Role of Library

Library plays a very critical role in supporting the academic programmes of the institute. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments. That is why, Dr. S.R.Ranganathan, father of library Science development in India has famously said that the Library is the trinity of Learning Resources, Faculty/Students and the Library Staff.

CSU- GURUVAYOOR CAMPUS LIBRARY

Organizational chart



3.1 Library Building:

The CSU-GC University library is located in two buildings namely old library building and new library building. The library is having 569 sq. mts. Of floor space. It is having a seating capacity of 120.

Year of Establishment	:	16 July, 1979
New constructed Library Building	:	1st December 2006



3.2 Working Hours of the Library

Library time	:	09.30 AM to 06.00 PM
Book lending time	:	10.00 AM to 04.45 PM
Library Closing Time	:	06.00 AM
Library OPAC	:	10.AM to 5PM

3.3 About Guruvayoor Campus

Guruvayoor Sahitya Deepika Sanskrit Vidyapeetha started U.G. and P.G. Courses in Sanskrit under Madras University in 1934. Later the institution was affiliated to University of Kerala and University of Calicut respectively. In 1972 the institution was affiliated to Rashtriya Sanskrit Sansthan and named as Guruvayoor Sahitya Deepika Sanskrit Vidyapeetha. The institution was taken over by Rashtriya Sanskrit Sansthan, under MHRD, Govt. of India on 16th July 1979 and renamed as Guruvayoor Kendriya Sanskrit Vidhyapeetha. On grant of the status of Deemed University to the Sansthan, it has been renamed as Rashtriya Sanskrit Sansthan (Deemed University), Guruvayoor Campus. The campus is situated in a lush green locality at Puranattukara, Thrissur (Kerala)

The campus is pursuing research work leading to the degree of Vidyavaridhi (Ph.D.) and is imparting education in Sahitya, Vyakarana, Advaita Vedanta, Nyaya at Shastri and Acharya and level, Shiksha Shastri (B.Ed.) and Jyotisha at Shastri level at Shastri level and Higher Secondary school education called Prak Shastri. Computer Education facility is also available. Distance Education programme was started in 2010, Centre works at P.T Kuriakkose Smrithi Bhavan, Pavaratty near Guruvayoor.

i. Organizational Set-up

Library is a vital unit and independent of the Campus which serves all staff and students. The Librarian is Chief Administrative officer of the Library and answerable to the higher authorities only. The setup of the UGC procedure librarian accorded faculty status because of qualification depending on the nature of work. Continuing the same practice is the contempt of UGC system. However the Library committee can be set up to smooth function of the administration the following Library committee is set up by the Director.

ii. Library Advisory Committee (LAC)

The Director/Librarian will constitute the Library Advisory Committee. Institute has issued a notification on 21st October 2021 about the constitution of Library Advisory Committee.

1.	Prof. E.M. Rajan	(Director)	Chairman
2.	Prof.K.K.Harshakumar	HOD in Education (B.Ed.)	Member
3.	Prof.K.E.Madhusudan	HOD in Nyaya/ Vedanta	“
4.	Dr.R.Pratibha	HOD in Vedant	“
5.	Dr.Vishvanathan	HOD in Sahitya	“
6.	Dr.V. Radhakrishnan	HOD in Vyakarana	“
7.	Dr. Jessy	HOD in Modern Subject	“
8.	Dr.Vijayanand Adiga	HOD in Jyotish	“
9.	Dr.Rautmale Anand S.	Librarian	Member & Secretary

All officers of the library shall participate in the meeting as invitees to provide required inputs.

4. LIBRARY COLLECTION

(Library at a Glance)

Title no.	Subtitle no.	Particular	Total No. of Books
1.		Total number of Books	36810
2.		Total Numbers of Titles	19869
		Total no. of Reference books	1200
3.		Total cost of books Rs.	42,52,627/-
4.		Total numbers of Manuscripts	170
5.		Total Numbers of Bound Volumes	88
4.		Total no. of donated books	813
5.		Total numbers of National/ International Journals	69
	i.	Yearly	4
	ii.	Half Yearly	16
	iii.	Quarterly	37
	iv.	Bi-Monthly	4
	v.	Monthly	8
7.		Total numbers of Magazines	25
	i.	Yearly	0
	ii.	Half Yearly	0
	iii.	Quarterly	4
	iv.	Bi-Monthly	3
	v.	Monthly	17
	vi	weekly	1
8.		CSU-GC: Library	12
	i.	Yearly	12
	ii.	Half Yearly	0
	iii.	Quarterly	0
	iv.	Bi-Monthly	0
	v.	Monthly	0
9		Total numbers of daily Newspapers	5
	i.	Sanskrit Patrikas	2
	ii.	English	1
	iii.	Malayam	1

4.1 LIBRARY AT GLANCE

S.No	Subject	No. of Books
1.	Religious	4726
2.	Sahitya	7305
3.	Vyakarana	3275
4.	Philosophy	5702
5.	Nyaya	793
6.	Advaita Vedanta	300
7.	Sankhya	84
8.	Mimansa	177
9.	Jyotish	294
10.	Yoga	253
11.	Hindi	1002
12.	English	862
13.	Malayalam	855
14.	History	1425
15.	Economics	123
16.	Geography	70
17.	Geology	13
18.	Political Science	140
19.	Education	1857
20.	Science & Technology	69
21.	Computer Science	54
22.	Agriculture	25
23.	Ayurveda	525
24.	Mathematics	164
25.	Psychology	350
26.	Physical Education	16
27.	Manuscriptology	85
28.	Library Science	90
29.	Law	44
30.	Fine Arts and Useful Art	572
31.	Sociology	440
32.	Spiritualism and Mystics	559
33.	Dictionary	285
34.	Bibliography	22
35.	Kosha	685
36.	Encyclopedia	112
37.	Miscellaneous	863
38.	Withdrawal Books	2584
39.	Manuscripts	172
40.	Thesis / Dissertation	534

5 Financial Year Wise Books Purchase (2015 – 2016 to 2021)

Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs) (Annual expenditure for purchase of books and journals year-wise during the last five years (INR in lakhs) for Annexure -1 to 5

5.1 Financial Year Wise Books Purchase (2015 – 2016)

Annexure -1

Library services	EXSTING		Newly Added			Total	
	No.	Value	Gratis Bk.no	Purchased No.	Value	No.	Value
Text books	33192	29,81,690/-	338	1309	57,9050/-	34889	35,60,740/-
Reference book							
Journals	49	34825/-	-	55	60155/-	104	94980/-
Library Automation	Version - 3 (i) e-granth	Automation work in progress	NIC	NIC (GOI) Free	free	Version 3 (i) e-granth	Automation work in progress
Weeding out (Hard and soft)	490	15571/-	Nil		Nil	490	15571-00
Manuscripts	170	Nil	Nil	Nil	Nil	170	Nil
Rare Book	14	Nil	Nil	Nil	Nil	14	Nil

Formula

$$\frac{1}{5} \times (60155 + 361048) = \frac{421203}{5} = 84240.6$$

5.2 Financial Year Wise Books Purchase (2016 – 2017)

Annexure -2

Library services	EXSTING		Newly Added			Total	
	No.	Value	Gratis Bk.no	Purchased No.	Value	No.	Value
Text books	34889	3560740/-	494	147	3,31,089/-	35530	38,91,829/-
Reference book							
Journals	104	94980/-	60		74659/-	164	169639-00
Library Automation	Version - 3 (i) e-granth	Automation work in progress	NIC	NIC (GOI) Free	free	Version - 3(i) e-granth	Automation work in progress
Weeding out (Hard and soft)	490	15571-00	Nil		Nil	490	15571-00
Manuscripts	170	Nil	Nil	Nil	Nil	170	Nil
Rare Book	14	Nil	Nil	Nil	Nil	14	Nil

Formula

$$\frac{1}{5} \times (60155 + 361048 + 74659 + 44012) = \frac{539874}{5} = 107974.8$$

5.3 Financial Year Wise Books Purchase (2017 – 2018)

Annexure -3

Library services	EXSTING		Newly Added			Total	
	No.	Value	Gratis Bk.no	Purchased No.	Value	No.	Value
Text books	35530	38,91829/-	624	Nil	42,253/-	36154	3934082/-
Reference book							
Journals/Magazines	164	169639/-		60	25079/-	224	194718
CS/DVD	33	Nil	33	Nil	Nil	33	Nil
Library Automation	Version - 3(i) e-granth	Automaton work in progress	NIC	NIC (GOI) Free	free	Version - 3(i) e-granth	Automation work in progress
Weeding out (Hard and soft)	490	15571-00		260	6072/-	750	21643-00
Manuscripts	170	Nil	Nil	Nil	Nil	170	Nil
Rare Book	14	Nil	Nil	Nil	Nil	14	Nil
Back Vols.	58	Nil	Nil	Nil	Nil	58	Nil

Formula

$$\frac{1}{5} \times (60155 + 361048 + 74659 + 44012 + 25079) = \frac{564953}{5} = 112990.6$$

5.4 Financial Year Wise Books Purchase (2018 – 2019)

Annexure -4

Library services	EXSTING		Newly Added			Total	
	No.	Value	Gratis Bk.no	Purchased No.	Value	No.	Value
Text books	36154	3934082/-	-	-	-	36154	3934082/-
Reference book							
e- Journal	Nil	Nil	-	1	2500	1	2500-00
Journals	224	194718	-	59	59880/-	283	254598/-
Digital Database	OPAC	-	-	-	-	OPAC	-
CS/DVD	33	Nil	33	Nil	Nil	33	Nil
Library Automation	Version - 3(i) e-granth	Automaton work in progress	NIC	NIC (GOI) Free	free	Version- 3(i) e-granth	Automation work in progress
Weeding out (Hard and soft)	750	21643		427	36352/-	1177	57,995
Manuscripts	170	Nil	Nil	Nil	Nil	170	Nil
Rare Book	14	Nil	Nil	Nil	Nil	14	Nil
Back Vols.	58	Nil	Nil	Nil	Nil	58	Nil

Formula

$$\frac{1}{5} \times (564953 + 59880 + 0) = \frac{624833}{5} = 124966.6$$

5.5 Financial Year Wise Books Purchase (2019 – 2020)

Annexure -5

Library services	EXSTING		Newly Added			Total	
	No.	Value	Gratis Bk.no	Purchased No.	Value	No.	Value
Text books	36154	3934082/-	31	326	126791/-	36,511	40,60873/-
Reference book							
e- Journal	1	2500-00	-	1	2500/-	2	5000-00
Journals	283	254598/-	59		60180/-	342	3,14778/-
Digital Database	OPAC	-	-	-	-	-	-
CS/DVD	33	-	-	-	-	33	-
Library Automation	Version – 3(1) e-granth	Automation work in progress	NIC	NIC (GOI) Free	free	Version- 3(1) e-granth	Automation work in progress
Weeding out (Hard and soft)	1177	57,995-00	Nil	Nil	Nil	1177	57,995-00
Manuscripts	170	Nil	Nil	Nil	Nil	170	Nil
Rare Book	14	Nil	Nil	Nil	Nil	14	Nil
Back Vols.	58	Nil	Nil	Nil	Nil	58	Nil

Formula

$$\frac{1}{5} \times (624833 + 60180 + 122573) = \frac{776576}{5} = 155315.3$$

5.6 Financial Year Wise Books Purchase (2020 – 2021)

Annexure -6

Library services	EXSTING		Newly Added			Total	
	No.	Value	Gratis Bk.no	Purchased No.	Value	No.	Value
Text books	36,511	40,60873/-	296	4	19,1754/-	36810	42,52,627/-
Reference book							
e- Journal	2	5000-00	-	1	2500/-	4	10,000-00
Journals	342	3,14778/-	-	30342	15500/-	372	330278-00
Digital Database	OPAC	Nil	Nil	Nil	Nil	Nil	Nil
CS/DVD	33	Nil	-	-	-	33	-
Library Automation	Version - 3(1) e-granth	Automation work in progress	NIC	NIC (GOI) Free	free	Version- 3(1) e-granth	Automation work in progress
Weeding out (Hard and soft)	1177	57,995-00	Nil	Nil	Nil	1177	57,995-00
Manuscripts	170	Nil	Nil	Nil	Nil	170	Nil
Rare Book	14	Nil	Nil	Nil	Nil	14	Nil
Back Vols.	58	Nil	Nil	Nil	Nil	58	Nil

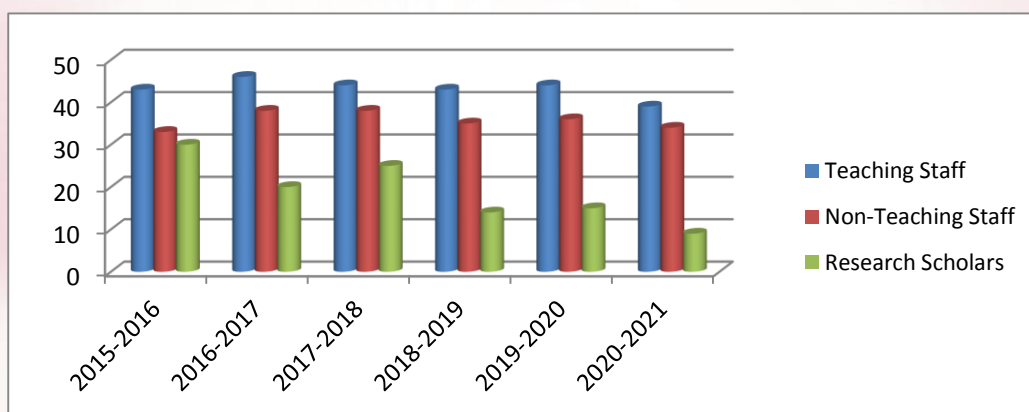
Formula

$$\frac{1}{5} \times (776576 + 15500) = \frac{794576}{5} = 158915.2$$

6. Year wise Library registers Users w. e. f (2015-2016 to 2020-2021)

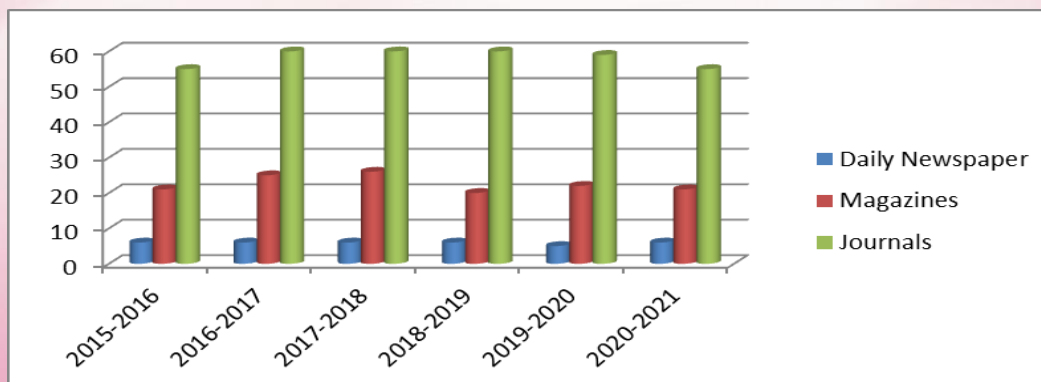
As per regards the year-wise figures of increase users. We can see a steady increase. The number of Research students is also increasing. Academic year 2020-21 due corona period students & staffs are very less visited our campus library.

Year	Teaching Staff	Non-Teaching Staff	Research Scholars	Students	Total Users
2015-2016	43	33	30	428	534
2016-2017	46	38	20	433	537
2017-2018	44	38	25	446	553
2018-2019	43	35	14	480	572
2019-2020	44	36	15	457	552
2020-2021	39	34	09	493	575



7. Year wise Newspapers, Magazines & Journals collection

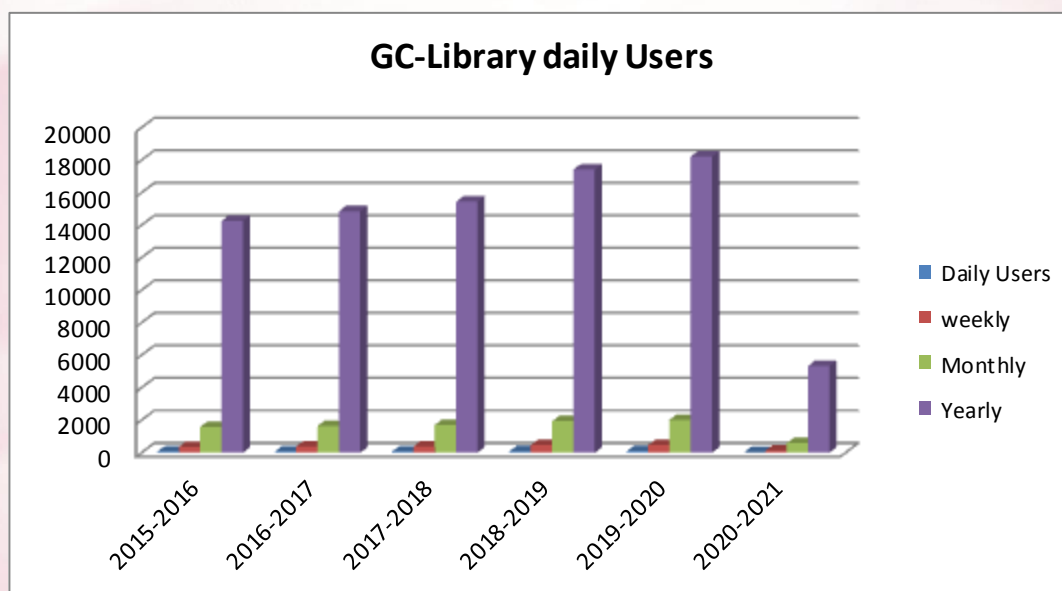
Year	Daily Newspaper	Magazines	Journals
2015-2016	6	21	55
2016-2017	6	25	60
2017-2018	6	26	60
2018-2019	6	20	60
2019-2020	5	22	59
2020-2021	6	21	55
2015-2016	6	25	60



8. Year wise GC-Library Visited Users (w.e.f 2015 - 2016 to 2020 - 2021)

For the last five years we can see a regular increase in the use of Library in the year of 2018-2019. It was 22 % more this usual. In this academic year also we expect more increase with regard to the user of the library. & 2020-21 due to Corona period Students not visited our Library.

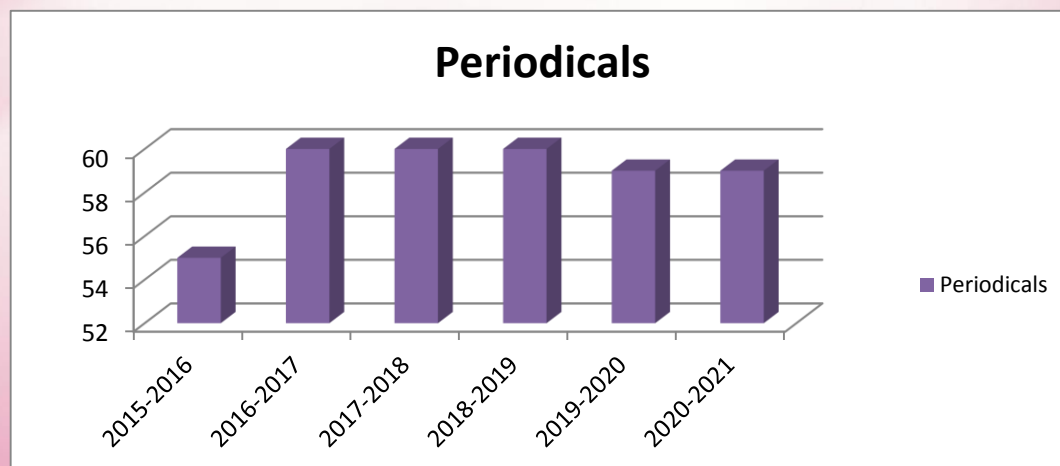
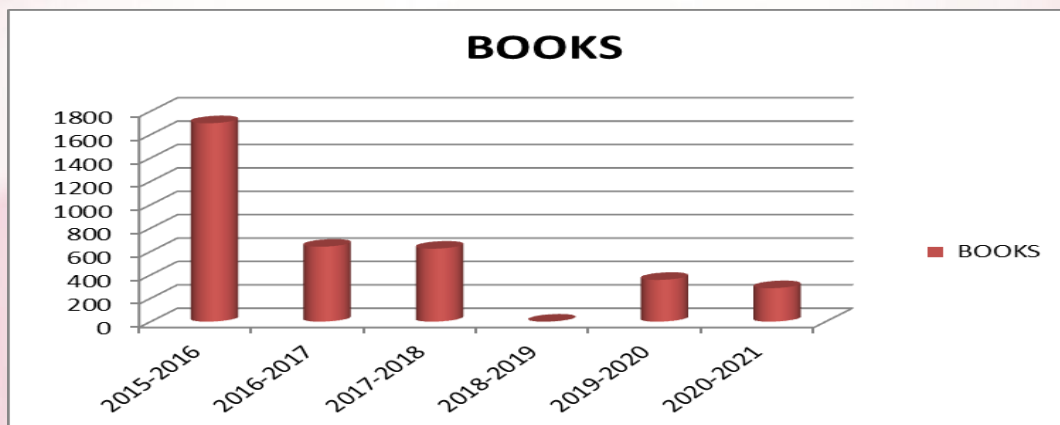
Year	Daily Users	weekly	Monthly	Yearly	Formula	Percentage
2015-2016	72	360	1584	14256	$\frac{72}{43 + 30 + 428} \times 100$	14.37%
2016-2017	75	375	1650	14850	$\frac{75}{46 + 20 + 433} \times 100$	15.03%
2017-2018	78	390	1716	15444	$\frac{78}{44 + 25 + 446} \times 100$	15.14%
2018-2019	88	470	1936	17424	$\frac{88}{43 + 25 + 480} \times 100$	16.35%
2019-2020	92	460	2024	18216	$\frac{92}{44 + 15 + 457} \times 100$	17.82%
2020-2021	27	135	594	5346	$\frac{27}{39 + 9 + 493} \times 100$	5.47%



9. Year-Wise Books & Periodicals Collection

Regarding year-wise book collection, there was already 33192 books till the year 2015-2016, afterwards the book purchase are shown in the table, f.y,2015-202016 to 2020-2021 years we have till now purchase & gratis 3605 (five years) new books for the various departments. Total number of books in library at present is 36810. We expect to buy some more within this financial year itself.

Year	Books		Periodicals	
	Value of books supplied by Sansthan as complimentary copies/purchases	Amount spent by the campus for journals, periodicals details	Quantity	Cost
	Quantity (purchase & Gratis)	Cost (purchase & Gratis)	Quantity	Cost
2015-2016	1697	5,79,050-00	55	50,956.00
2016-2017	641	3,31,089-00	60	74,659-00
2017-2018	624	42,253-00	60	25,079-00
2018-2019	Nil	00-00	60	62,380-00
2019-2020	357	1,26,791-00	59	62,680-00
2020-2021	286	1,88,744-00	59	59,880-00
Acc.no. w.e.f.33193 to 36800	Total 3605	Amt.12,67,927-00	353	Amt. 3,35,584-00



10. Journals & Periodical Section (Subject wise)

Twelve international Journals and fifty seven Indian national Journals, Magazines-25, Newspapers-5, and Patrice's are being subscribed. The following lists of journals are:



Srn	Name of the Journals	ISSN No.	Period	Lang.	Status
1.	Sodh Prabha (A Refereed Quarterly Research)	0974-8946	4/12	Sanskrit	N
2.	Vishwa Samskritam	0975-4474	4/12	Sanskrit	N
3.	Journal of Natyam	2229-5550	4/12	Sanskrit	N
4.	Journal of Sagarika	2229-5577	4/12	Sanskrit	N
5.	Sangh Bharti (Bilingual Research Journal)	2249-0876	4/12	Sanskrit	N
6.	Sanskrit Manjari (An International Referred journal)	2278-8360	4/12	Sanskrit	IN
7.	Sangha Mani	2277-9817	4/12	Sanskrit	N
8.	ArvacheenSamskritam	2230-9551	4/12	Sanskrit	N
9.	Mahasvani (Sanskrit Research Journal)	2231-0452	2/12	Sanskrit	N
10.	Journal of Sukrtindra Oriental Research Institute	2229-3337	2/12	Sanskrit	N
11.	Shodh Pragya	2347-9892	2/12	Sanskrit	N
12.	International Journal of Sanskrit Research	2394-7519	06/12	Sanskrit	IN
13.	Sanskrit Pratibha (Sahitya Akademi's)	0555-8376	4/12	Sanskrit	N
14.	Journal of Astrology	-	6/12	Hindi	N
15.	Journal of Ayurveda and Herbal Medicine	2454-5023	04/12	English	N
16.	An International Quarterly Journal of Research in Ayurveda	0974-8520	04/12	English	IN
17.	Visva-Bharti: National Journal of Sanskrit Studies	2277-2065	2/12	English	N
18.	The Philosopher: A Research Journal	2319-8311	4/12	English	N
19.	Annals of Library & Information Studies	0972-5423	4/12	English	N
20.	Library Heralds	0024-2292	4/12	English	N
21.	Gyankosh	2229-4023	2/12	English	N
22.	Journal of Knowledge & Communication Mgm.	2277-7938	2/12	English	N
23.	Library Progress (International)	0970-1052	2/12	English	IN
24.	Pearls	0973-7081	4/12	English	N

25.	World Digital Libraries: An International Journal	0974-567X	2/12	English	IN
26.	School Science (NCERT)	0036-679X	4/12	English	N
27.	Indian Education Review (NCERT)	0019-4700	2/12	English	N
28.	Journal of Indian Education (NCERT)	0377-0435	4/12	English	N
29.	Primary Teacher (NCERT)	0970-9282	4/12	English	N
30.	Prathmik Shikshak (NCERT)	970-9312	4/12	Hindi	N
31.	Bhartiya Adhunic Shiksha (NCERT)	0972-5636	4/12	Hindi	N
32.	Journal of Education Psychology	0973-8827	4/12	English	N
33.	The Journal of English Language Teaching in India	0972-5628	4/12	English	N
34.	Behavioral Scientist	0972-5911	2/12	English	N
35.	The Asian Journal of Psychology & Education	0971-2909	4/12	English	N
36.	Indian Psychological Review	0019-6215	4/12	English	N
37.	Malayalam Literacy Survey	2319-3271	4/12	English	N
38.	Journal of Extension & Research	0972-351X	2/12	English	N
39.	GCTE Journal of Research & Extension in Edu.	0975-5144	3/12	English	N
40.	Journal of Community Guidance & Research	0970-1346	4/12	English	N
41.	Dhimahi (CIFFS) An International Journal	0976-3066	1/12	Sanskrit	IN
42.	The Adyar Library Bulletin	0972-2106	1/12	English	N
43.	University News	0566-2257	52/12	English	N
44.	Indian Journal of Adult Education	0019-5006	4/12	English	N
45.	Tapasam : Journal for Kerala Studies in Malayalam-English	2249-9873	4/12	English/	N
46.	The IUP Journal of English Studies	0973-3728	4/12	English	N
47.	Indian Historical Review (Peer-reviewed Jour)	0376-9836	2/12	English	N
48.	Higher Education for the Future	2347-6311	2/12	English	N
49.	Indian Literature	0019-5804	24/12	English	N
50.	Samakalin Bharatiya Sahitya	0970-8367	6/12	English	N
51.	Gagananchal (Hindi Journal)	0971-1430	4/12	Hindi	N
52.	Educational Quest: An International Journal)	0976-7258	2/12	English	IN
53.	Shikshan Anveshika (Bi-Annual Refereed jour)	2231-1386	2/12	English	N
54.	Techno learn :An International Journal of Edu.tech.	2231-4105	2/12	English	IN
55.	Mass Communicator (An International Journal)	0973-9688	4/12	English	IN
56.	Journal of the Oriental Institute	0030-5324	4/12	English	N
57.	Indian Journal of Teacher Education	2349-6355	3/12	English	IN
58.	Amveshika: Journal of Teacher Education	0974-7702	3/12	English	N
59.	Teacher Support (Peer-reviewed bi-lingual)	0975-4598	3/12	English	N
60.	International Journal of Yoga	0973-6131	4/12	English	IN
61.	Indian Adult Education Association	-	4/12	English	N
62.	National Journals of Hindi and Sanskrit Res.	-	3/12	Hindi.Skt	N
63.	Pracya: Sanskrit Journal	-	1/12	Sanskrit	N
64.	National Journal of Jyotish Research		4/12	English	N
65.	International Journals of Computer and Electronic Engineering	-	4/12	English	IN
66.	International Journal of Herbal Medicine	-	3/12	English	IN
67.	Swamy Hand Book (Hindi)	-	1	Hindi	N
68.	Sanskrit Pratibha (Sanskrit Sahitya Parisad)	-	4/12	Hindi	N
69.	Janavi- Sanskrit Research E Journals	-	1/12	Sanskrit	N

MAGAZINES- 2021-2022

Srn	Magazine	Language	Periodicity	ISSN No	
1	Grih Shobha (Hindi)	Hindi	15-Days		Subscribed
2	Akhand Gyan (Hindi)	//	Monthly		Subscribed
3	Navneet (Hindi)	//	Monthly		Subscribed
4	Pratiryogita Darpan (Hindi)	//	//		Subscribed
5	Pramarsha (Hindi)	//	//		Subscribed
6	Computer Soochna Sanchar	//	//		Subscribed
7	Yojana	//	//		Subscribed
8	Sambhashna Sandesh	Sanskrit	Monthly		Subscribed
9	Rasana Sanskrit Magazine	//	//		Subscribed
10	Sanskrit Chandrika	//	//	2347-1565	Subscribed
11	Loksanskritam	//	Quarterly		Subscribed
12	Down to Earth	English	15-Days		Subscribed
13	Edutrack	//	Monthly	0972-9844	Subscribed
14	Sahityalokam	Malayalam	15-Days		Subscribed
15	Sahitya Chakravalam	//	Monthly		Subscribed
16	Prabudhakeralam	//	//		Subscribed
17	The Vedanta Kesari	English	Monthly	0042-2983	Subscribed
18	Employment News	//	Weekly		Subscribed
19	Down to Earth (Hindi)	English	15-Days	-	Subscribed
20	Reader Digest	English	Monthly	-	Subscribed
21	Bharatiya Vidya Pratishan	Sanskrit	Quarterly	-	Subscribed
22	Hans (hindi)	Hindi	Monthly	-	Subscribed
23	Pakshadhar (hindi)	Hindi	Monthly	-	Subscribed
24	Arogyapacha (Ayurvedic)	Malayalam	Monthly	-	Subscribed
25	Indian Literature	Hindi	Monthly	-	Subscribed

LIST OF NEWSPAPERS & PATRIKA

During the academic year 2016-2017, the campus library has the following newspapers and patrika.

S. No.	Newspapers Name	Quantity	Language	Source
1.	The Hindu	1	English	Subscribe
2.	The Indian Express	1	English	"
4.	Malayala Manorma	1	Malayalam	"
5.	Mathrubhumi	1	Malayalam	"
6.	Deepika	1	Malayalam	"

Patrika (Sanskrit, English & Malayalam categories)

1.	Sanskrit Varta	1	Sanskrit	Free of cost
2.	Semushi	1	Sanskrit	"
3.	Amrutabhasha	1	Sanskrit	"
4.	Srangadhara	1	Sanskrit	"
5.	Sanskrit Bhavitam	1	Sanskrit	"
6.	Vaak	1	Sanskrit	"
7.	Employment News	1	English	Subscribe
8.	Thozhil Vartha	1	Malayalam	Subscribe

Online Sanskrit Newspaper/Magazine/Journal/books etc.

S. No	Name of Newspaper	Periodicity	Website link
1.	Sudharma	Daily	http://sudharma.epapertoday.com
2.	Visvasya Vrittantam	Daily	http://blog.practicalsanskrit.com
3.	Sanskrit Sampratam	Monthly	http://eklavayasanskritacademy.org
4.	Jahnavi (e-journal)		http://jahnavisanskritejournal.com
5.	Nikasa(Online Refereed Journal of Sanskrit Stu.)		http://sangamaneer.com/Nikasha.htm
6.	Sanskrit (e-books)		http://sanskrit.nic.in/ebook.htm
7.	Sanskrit Dictionary (Online)		http://sanskritdocuments.org/dict/

11. Section wise Library Set up (Ground floor)

The ground floor of the new library building is having the floor The Librarian, Room, Manuscripts Room, Issue Counter ,Newspapers, Periodicals and Reading Hall Internet section & All the books belonging to four Vedas (i.e Rig-Veda, Ayurveda, Samaveda, Atharvaveda) are also stacked in this area. Upanishads, Stotras, Bharati Sanskrit, Mahabharata, Sreemad Bhagwatgeeta, Ramayana, Ayurveda, Manusmrti, Dharmashastra, 18 Puranas, Jainism, Buddhism, Hindi, Malayam, English, History, Sahityesasstras, Vyakarana, Indian Philosophy, Nyaya, Nyaya-Mimamsa, Advaita - Vedanta, Yoga's, Educations books Jyotish, Sports, Political Sc. Fine Arts, Pak Sastra, NET/SET, Library Science, Science Social Science, Arts and Thesis are located in the ground floor of the library.

11.1 Librarian Room



11.2 Library Entrance with Security Counter



12. Book Issuing Counter (Circulation section)



12.1 Library Routine Work

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user & hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily Books)
- b) Attending the Users' query for effective interpretation of library rules and regulations
- c) Registration of new members
- d) Maintenance of "Circulation Module" of Library Management Software Maintenance and updation of all data related to library users.
- e) Sending Reminders to overdue documents users
- f) Correspondence & No Due issuing.
- g) Library Orientations/Information and Digital Literacy
- h) Assisting the users for accessing OPAC and Reference

12.2 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

12.3. While Issuing Book:

- Quickly glance the book for any damage
- Ensure that the User writes signs on the Book card
- Enter details into Issue Database
- Handover the books to the user

12.4 While receiving the books:

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in SLIM
- Cancel the entry in Book Card
- Send them to Stack for Shelving

12.5 Borrowing entitlements for faculty/Students (Memberships eligibility (register users))

The staff, students and research scholars of the Vidyapeetha are eligible to get enrolled as members of the library to borrow books. The number of books will be issued as follows:

Srn.	Type of Users	No. of Books	Stipulated Period for Returning of Books	Library register users for the G.C
1.	Faculty Members	10	30 Days	23
2.	Guest/ Contract	7	30 Days	20
3.	Non-teaching Members	05	30 Year	19
4.	Research Scholars	05	15 days	14
5.	Acharya Students (MA)	05	15 days	86
6.	Shastri Students	05	15 days	199
7.	Siksha Shastri (B.Ed.)	05	15 days	110
8.	Prak Shastri Students	03	15 days	52
9.	Outside Members	02	Library reading only	NA

13. Library Policy

Borrowers are eligible to keep an ordinary book for 15 days from the date of issue. After due date a penalty of Re.1-00 per day, per book will be levied.

1. A fine ranging from two times or more of the price will be levied on books lost or damaged. The decision of the Librarian is final in this respect.
2. If a Borrower fails to return any books within one calendar month from the due date, his borrowing privilege will be suspended.
3. The borrowing privilege will be restored only after the book is returned.

13.1 Documents that Can and cannot be borrowed

- Books from the general shelf & Reserve Shelf Books can be borrowed only for two days.
- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.

13.2 Library Fine, Renewals and Reservations.

- There will be an overdue charge Re.1/- per day per book.
- Fines will be kept pending as “due from borrower” in the system
- “No dues” certification will be cleared from library only after the library dues are fully paid up upon completion of programme.
- Faculty and Staff will not be levied any library overdue fine.
- Books can be renewed for another term of 15 days, if no demand is there.
- The renewal must be made on or before the due date.
- A General Shelf book can be renewed for three times in a row, after which it must be returned to the library.
- User may borrow it again, if there is no reservation placed on that.

13.3 Loss or Mutilation of documents and Policy of Compensating Library

- Library materials are to be handled with care.
- If a borrowed book is lost or mutilated beyond usable condition, then the user will inform the library using the prescribed form.
- Library will follow the below mentioned steps, in the same order of preference to settle the dues.

i. Book has to be replaced with the same or latest edition OR

ii. Actual cost of the book as per library records or a minimum amount of Rs.200/-, whichever is high.

iii. Overdue charges will not be levied in such cases from the date of report until the same is replaced (must be resolved within a month)

13.4 Photocopy Services:

- Library has two photocopiers and operates from 10.30.00am to 4.00 pm
- Photocopying charges.
- Students, Faculty, Staff, Alumni, Individual /Institutional/ corporate membership.
Participants of CSU-GC Conference/ Workshops: Rs.1 per exposure.
- Photocopies can be taken from Books, Journals, Project Reports, Thesis/ Dissertations,

13.5 Theft/ Misuse of Library resources:

- The theft or abuse of Library resources like books, journal issues, reports, and Dissertations will be viewed very seriously.
- Each case will be examined to ascertain its genuineness and the matter will be reported to the Director, after Librarian for taken further action.

13.6 Issue of Library Use Certificates

Librarian (User Services) shall issue Library use/Attendance certificate to research scholars who request for it. The procedure to obtain an Attendance Certificate is as below:

- Obtain Day membership for library usage.
- Apply for the certificate using prescribed form.
- CSU- RG students visiting other libraries can request for library use letter directly.

14. Library Reading Section

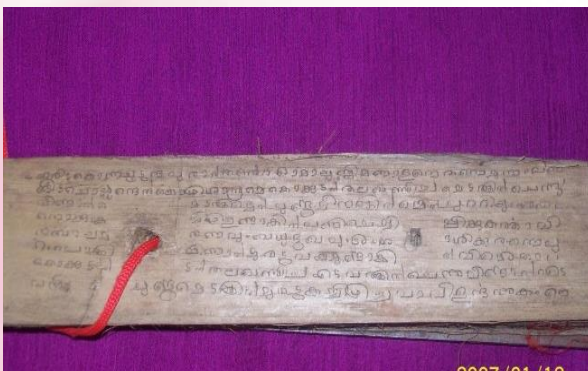
Our campus Library at reading section more than 120 users seating capacity are there. It is green library for all campuses of Central Sanskrit University.



15. Manuscript Section:

The University Library is named Guruvayoor Campus library. It has a precious collection of about 170 Manuscripts in Malayalam Granth Script. These Manuscripts are related to different subject like Dharmasastra, Vedas, Jyotish, Vyakarana, Chandas, Champu, Alankara, Ayurveda, Purina, Ithaca, Store, Kaya, Agama, Nyaya, Mimamsa, Visistadvaita, Advaita, Dvaita etc. These are collected by both ways of purchase and gift.

The manuscripts are preserved in a proper way with utmost care by which the knowledge generated by our ancient scholars is to impart the same for future generations. The following list gives only basic information regarding the manuscripts available with the University. For more information please contact our University Librarian.



16. Computer Section

Rules governing use of library computers

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges and prosecution. At each log-in, library computer users must complete a click-through agreement acknowledging these rules and must agree to follow the rules.

1. Sign up for an Internet computer before using it; log on using your own library card or guest pass number and promptly give up the computer when your time has elapsed.
2. Promptly give up the computer when requested by staff.
3. You may download files using supported media. The library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers. Do not attempt to run or execute programs or applications from personal storage media.
4. Stop viewing any site that creates a hostile environment for other library users and staff if a staff member asks you to stop, and do not view similar sites when others are present.
5. Use headphones when listening to audio content, and keep volume low so you do not disturb others.
6. Do not gather around computers when doing so may obstruct others or create noise that distracts others.
7. Do not use another's identification, bar code or password, with or without permission, to sign up or log on to a computer.
8. Do not misuse computer equipment or software.



17. Journal Display Racks (Ground Floor)

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day.
- Each unit of Stack to have a designated Library Attendant.
- Shelf Reading must be done continuously to look for misplaced books.
- Books reported untraced by users be traced in the quickest possible time with doc. like When the request was received and when it was solved.
- The stacks should be properly labeled with subject guides and Class Number Guides



18. Stack Area Section (As per Colon Classification books subject arrangement)

i. Collection Development

All academic and research libraries have a common objective to provide its users the information they want. The effectiveness of this function is directly related to collection development and organization information services. Collection development being the most important of these primary functions, a written acquisition policy outlining the various procedures and methods necessary for collection development is prepared.

ii. Strength and weakness of the existing collection

Institute is starting several new courses. Mumbai campus has about 29 masters, nine PG Diploma and M Phil/ PhD Programmes. In relation to these new programmes, Library must make special provision in the budget to strengthen the new programmes with minimal learning resources. Based on the observations, an effort should be done to add books, journals and e- Resources in the area of the new programme.

iii. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/ displayed in the following categories:

- ❖ General Stack Area (Spread across three floors for books/bound Volumes)
- ❖ Reserve Shelf Collection (consisting of books in high demand, Thesis/ Dissertations, CSU- GC Project Reports) first Floor.
- ❖ Reference Section (Consisting of Encyclopedias, Dictionaries, Manuals, etc)
- ❖ Newspaper/Magazine Display Area (Ground Floor)

OPEN ACESSESS





Kjkhkhkhk



19. Stock Verification and Procedure to Write off Books

Stock Verification Periodicity

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed:

Size of library	Periodicity
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year intervals
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year intervals
Above 50,000 volumes and up to 1,00,000 volumes including the Journal back volumes.	Sample (20% of the total stock) physical verification at intervals of not more than 5 years. If such sample verification reveals losses up to 10% of the sample chosen, complete verification is required to be done.

The sample can be of random generation of numbers. The verification has to be carried out by a team of members appointed by the LAC and the library staff will assist the verification team.

i. Loss of Publications.

- ❖ Books are vulnerable to physical handling and environmental conditions. Hence, mutilation, wear and tear of books by heavy use is a common occurrence in libraries.
- ❖ Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian and library staff has a role as information manager and facilitator and not just a custodian. Library is kept open 8 X 5, including weekends and public holidays and it's the responsibility of entire library team and the security guards employed in the library. Therefore librarian alone should not be held responsible for the losses, unless it is attributed to dishonesty and gross negligence.
- ❖ Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- ❖ The Director will write off all such losses. The base values suggested for Indian and foreign books shall be reviewed every five years.

- ❖ A publication may be considered as lost only when it is found missing in two successive stock verifications and thereafter only action be taken to write off the publications by competent authority.
- ❖ If the loss of book is more than the permissible extent, the causes of such loss may be investigated by the competent authority and the remedial measures be strengthened.
- ❖ Occasional loss/damage of issues of periodicals is inevitable during postal transit. If the payment is made directly to the publisher, then sometimes it is not possible to get the replacement. In such cases, the non- receipts/ damages are considered as loss for write-off.
- ❖ There may be no objection to the Librarian, after due approval, in disposing of mutilated/ damaged/ obsolete volumes to the best interest of the library. However, the disposal of such volumes should be made on the recommendations of a Library Advisory Committee to be appointed by the competent authority which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.*

(* Extract from Ministry of Finance O.M. No. 23(7) E II (A)/83 dated 7.2.1984 and CAG's U G No. 1964-TA. II/21-1983 dated 23.12.1983)

ii. Procedure for write-off

- List the documents not found during stock verification.
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize.
- Compile a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries.
- Compare losses with borrowing/ consulting / photocopying statistics.
- Put up the list of common entries to the Library Advisory Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Advisory Committee.
- Obtain approval from the Director / Competent Authority.
- Make necessary entries in the accession register, write-off register.
- Remove records from databases.
- Improve the system with additional precautionary measures

iii. Archiving and Weeding Out.

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these journals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection.
- Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organizations which have no relevance to CSU- GC users.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear obsolete/white and told infected material.



Periodicals /Newspapers reading section

20. Reference Section (First floor)

The reference Section consists of Encyclopaedias, Subject Dictionaries like Alankara Kasha, Miasma Kasha, Nay Kasha, Dhatu Ratnakara etc., Language Dictionaries like Vac has pat yam, Sabdakalpadruma; Year Books and books relating to Art and Painting and Competitive Examinations etc Book Bank & Sale Sansthan /Reprint Publication section are located in the first floor of the library.



REFERESHER STACK AREA (Section)



REFERENCE READING

20.1 BOUND VOLUMES STACK (Journals)

The collection in the periodical division is usually for use only inside the library. Photocopying of articles from latest issues of periodicals may be requested by users. However, back issues and bound volumes can be borrowed for using at home upon request after approval by the library-in-charge depending on the policy of the library.



20.2 Book Bank

- ❖ Book Banks facility is provided to regular bonafide students of the Campus.
- ❖ Only those books will be issued to the students, which are pre-decided by library committee.
- ❖ Issued books have to be returned back to the library within one week after the final theory exam gets over.
- ❖ Only needy students will be issued the books. The decision of library committee based on their application will be final and binding to all concerned.
- ❖ Students will be allowed to keep the books for the entire Academic Year and return the same to the Librarian after their examinations, failing which they have to pay a fine of Re. 1/- per day per book.



21 Function of the Library Advisory Committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is to be appointed by the Director of the Institution.

21.1 Library Advisory Committee (LAC)

The Director/Librarian will constitute the Library Advisory Committee. Institute has issued a notification on 21st October 2021 about the constitution of Library Advisory Committee.

1.	Prof. E.M. Rajan	(Director)	Chairman
2.	Prof.K.K.Harshakumar	HOD in Education (B.Ed.)	Member
3.	Prof.K.E.Madhusudan	HOD in Nyaya/ Vedanta	"
4.	Dr.R.Pratibha	HOD in Vedant	"
5.	Dr.Vishvanathan	HOD in Sahitya	"
6.	Dr.V. Radhakrishnan	HOD in Vyakarana	"
7.	Dr. Jessy	HOD in Modern Subject	"
8.	Dr.Vijayanand Adiga	HOD in Jyotish	"
9.	Dr.Rautmale Anand S.	Librarian	Member & Secretary

All officers of the library shall participate in the meeting as invitees to provide required inputs.

21.2 Terms of Reference for LAC:

- b) To provide general direction to the Library.
- c) To review, rewrite and approve library procurement policy
- d) To negotiate and approve subscriptions to online databases (e-journals, e-Books)
- e) To formulate the policy for library use and procedure to be framed.
- f) To review the functioning of the library with regards to its support to the academic programmes of the institute.
- g) To outline the library collection development policy as and when required, for its implementation.

- h) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- i) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct
- j) To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
- k) Any other function as assigned by the higher authorities
- l) The LAC would meet at least once in six months to review the library affairs
- m) The committee shall be reconstituted every year.
- n) To provide for proper documentation services and updating the Library collection.
- o) To work towards modernization and improvement of Library Services.
- p) To submit the annual report on the functioning of the library.

a. Meeting Frequency: The LAC shall meet at least once in six months to review the library affairs and if necessary, more often.

b. Minutes of the Meeting: Meeting minutes shall be recorded by the Librarian, as Member Secretary and circulated to all members for consideration and approval.

c. Sources of Finance for Library: The present annual library budget of the library has the following components:

- i. Allocation from CSU-GC Library Maintenance Grants Journals and e-Resources)
- ii. School/Centre Grants (UGC Centre Grants and Project Grants, etc.)
- iii. Programme Specific Grants (Like JTCDM, SRTT Grants, etc.)
- iv. Trust/endowment Grants (CSU-GC & HQ grand)

Resources having no archival value like Annual Reports, directories, Year Books, India Reference Annuals and those having no archival importance (such as India-a reference annual, Handbook of universities, Swami's handbook, etc.) may be procured under not to be capitalized grants. Budget must have contingency funds for Binding and other stationery needed to process and maintain the Books/Journals.

- d. Library:** Different from stores: As indicated in the GOI. M.F. OM 23 (7)- EII (A) /83 dated 7th February 1984, (GFR 116 (2) (1) (1978) and General Financial Rules 2005, Rule 136, “the position of library books, etc., is different from that of stores and hence the definition no of Goods excludes library resources like books, journals and other learning materials. The above OM is reproduced below:

The above OM is reproduced below:

“Librarian subject to the powers delegated under Delegation of Financial powers Rules, 1978, may purchase books, etc., from the reputed and standard book sellers on the prevalent terms and conditions.

Hence, tenders/quotations need not be called for procuring every single title/journal. Instead, quotations may be called from empanelled suppliers to fix discount rates and terms of supply, which will be valid for a period of two years.

- e. Flat Discount Rate:** Based on the above, Tenders will not be called for procuring every single title on a day to day basis. However, the terms of supply like discount will be decided by the Library Advisory Committee once in every two years during the formation of the Panel of Suppliers. A contract shall be entered into with vendors.

22. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

22.1 Procurement of Books: Process and Approvals

- a) Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/ Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member.
- b) Indent Approval: All faculty indents will be routed through Finance and Accounts Department for the approval of Registrar, and Director.

- c) Ordering: The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Librarian.
- d) Supplier Panel: Appoint a Panel of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every two years based on the supplier performance. A panel should have at least 8 Vendors.
- e) Discount: While empanelling a supplier panel, library advisory committee will negotiate and fix a flat discount structure to be followed. This discount trade will be followed for the next two years.
- f) Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies—which are not on the panel. Such cases will be processed after taking due approval.
- g) Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks' time may be given. Books which arrive after this will be accepted only after taking approval from the authorities
- h) Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed.

Price Proof: Accepted Price Proof are :(Signed & Stamped by supplier)

- Distributor's invoice to supplier,
- Print out from the publishers catalogue
- Photocopy from Publisher Catalogue
- For some Indian publications, price mentioned on the title
- Alternatively, Library also cross verifies the prices from publisher's website. Such printouts verified and signed by library staff will be accepted as price proof

22.2 Terms and conditions for Vendors

- All books carry a discount as per the agreed terms.
- This order should be acknowledged within 7 days from this date
- If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- The maximum time limit for supplying such book is 60 days.
- This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
- You should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice
- Payment will be made within 45 days from date of receipt of the invoice.

22.3 Book Procurement Process Work flow:

i. Initiation of Acquisition:

- Receiving Recommendations by Indent Forms, Emails, Publisher Catalogues
- Find out the exact details of the Title recommended.
- Duplicate Checking.
- Correspond with Suppliers/vendors for checking Availability Status
- Put up for Approval.
- Prepare and Issue Purchase Orders after approval

ii. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register.
- Assign Accession Numbers to Titles in Database.
- Pass entries in Bill Register and forward bills
- Maintain Bill File.
- Maintain Bill Register Data in EXCEL Sheet for reporting

iii. Classifying

- Classify Books/Thesis/Dissertations as per the Dewey decimal classification CCC Schedule.
- Assign Cutter Numbers
- Write the Class No, Cutter No and Collation on the back of Title page

iv. **Invoice Processing:**

- Receive Books from Suppliers/ Vendors
- Cross checking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report
- Price Proof Verification
- Prepare Book Received Report and Purchase Bill (BRR) in Database.

v. **Cataloguing:**

- Assigning Keywords : Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc. (E-Granthalaya Software)
- Making Analytical Entries, wherever needed. .(E-Granthalaya Software)

vi. **Processing Books:**

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape
- Prepare Book cards using System
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or Reserve Shelf, as the case maybe.

vii. **Institute Material like Dissertation/Thesis/Reports and the Books received as Gift**

- These items to be treated like books for processing, etc.
- If the book/Report is already available in Main Library, then it may be sent to other campuses.

viii. **Financial Planning /Budgeting:**

- Monthly Utilization Report: Grants/Account wise.
- Inform Faculty about the arrival of books every month.
- Initiate utilization of funds in advance so that funds are utilized before the Deadlines set-in.
- Prepare proposals/ requests for mobilizing funds for the acquisition

ix. Maintain MIS to generate Reports (Bi-Monthly)

- a. No. of Requests Received from Faculty.
- b. No. of Titles Recommended.
- c. Status of the recommended titles(Already Library has, Out of Print, Untraced)
- d. No. of Titles Ordered.
- e. No. of Titles received (Success rate).
- f. No. of Titles received as Gifts /Donations.
- g. Book Received information to recommending faculty (Monthly)

h. Non Supply of Books: Process to be followed

- Fortnightly follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books
- Prepare a performance report of the supplier every six months

i. Non Supply of Books: Process to be followed

- Fortnightly follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books
- Prepare a performance report of the supplier every six months

j. Maintenance of files and records

Following records/files will be maintained properly

- Accession Register
- Bill Register
- Bill Register
- Purchase Orders
- Invoices
- Approvals
- Reminders
- Budget/ Finance

23. Subscriptions of Journals:

23.1 Subscription Process and Approvals

- a. **Budgetary provision:** Ensure that adequate curing /annual funds are available for the approved Journals Subscription/renewals etc. as required.
- b. **Beginning of Renewal Process :** The process of renewals should begin at least forum on the in advance (in September) so that by December end/early January all the renewals are done and the subscriptions are continued without any discontinuation in issues
- c. Indian Journals will be subscribed directly from the publishers who are usually institutions, govt. agencies, societies, etc. Approval will be taken for these direct subscriptions, but other conditions that govern foreign journal renewals are not applicable to Indian journals.
- d. **Panel of Subscription Agents:** Library Advisory Committee will form a panel of Subscription Agents troughs whom library will place order so fall its foreign journal subscriptions. All terms and conditions will be decided by the Library Advisory Committee.
- e. **Procedure for preparing a panel of Subscription Agents:** LAC will formulate a panel of vendors/subscription agents for supplying foreign journals with following criteria:
 - Registration number obtained under shop act, age of the organization
 - Performance: Response to the correspondence, speed of supply, adherence to the terms and conditions.
 - Publishers that a vendor supports
 - Vendors turnover having at least 10 times of the value of the order (for the journals subscriptions)
 - **Foreign Currency:** For subscription agents, the foreign currency conversion rate will be as per the payment made by the agents to the respective publisher. Agent will have to produce the proof of payment made to the publisher, along with conversion rates.
 - The difference in Proforma invoice conversion rates and actual payments to the publisher will be adjusted through additional payment to the agent or through refunds to the institute.

23.2 Bank Guarantee for Advance payment:

Since for journal subscriptions, advance repayment is required, it is essential that institute has certain mechanism to safeguard the advance being paid to the subscription agent. The supplier will have to produce a Bank Guarantee of the invoice value to the institute (Format enclosed). The duration of this would be for three months, within which the supplier must produce the proof of remittance to the publisher and the subscription should commence.

- After direct confirmation from publishers/ vendors that the journals are subscribed in the name of the Institute.
- **Proof for remittance:** (i) Invoice/Bill in duplicate should be provided by the publisher/vendor
- Publishers' Renewal Letter/Notice mentioning the subscription price/cost.
- Even print out of the Publishers'/journals official website can also be considered wherein the proper invoice/bill etc. not received by the publisher/s.
- a copy of the letter sent to the publisher giving details of the journals for which remittance has been made and copy of demand draft issued by bank attested by the bank or a letter from the bank giving details of remittance (if the payment is made by foreign currency draft obtained from the bank)
- Publisher's acknowledgement of receipt of payment or letter from bank as a proof regarding the final remittance to the publisher
- **Agreement:** Institute must enter in to an agreement with the subscription agent (Formation closed) that all terms and conditions as laid out by the institute will be binding on the supplier.

23.3 Subscription Process Workflow:

- a) **Recommendation:** The list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.

b) Approval:

- The list will be processed for exact details like price/publisher
 - Duplication checking with UGC Info net and CSU-GC subscriptions
 - Put up for Dean/Chairpersons approval.
 - Put for approval by Library Advisory Committee.
 - If there is no response from faculty or any difficulty or lack of time in obtaining the approval of respective Deans/Chairpersons then the list must be approved by Director.
- c) Proforma Invoices: Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.
- d) Ordering: Journals Renewal and Subscription Orders will be issued to empanelled agents by Librarian
- e) Maintain proper Bill Register and an MIS of all invoices passed for payment
- f) Binding of Journals: All journals procured through "to be capitalized grant" will be bound and kept on shelves.

23.4 Receipt of and access to journals

- a) Ensure that the items received are as per the order
- b) Processing of Journal Issues: Physical verification, Stamping, magnetic tape insertion.
- c) Timely display of the Loose Issues of the periodicals on the respective display racks.
- d) Linking to the online content wherever applicable

23.5 Gratis and Exchange Periodicals:

- a) The documents relevant to the scope of the Institute's study and research areas be added to the gift collection and displayed.
- b) Try to get the free/discounted subscription/s to the periodicals.
- c) Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organizations of similar interest.
- d) Journals under Exchange mode are being handled by the Manager, Publications Unit, and the Library is at the receiving end only.
- e) Journals under 'Exchange and Free Subscription' can be treated as regular subscriptions and the completed volumes will be bound and accessioned and archived.

23.6 Maintenance of Records:

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- i. Journal Subscription Registers
- ii. Bills Register
- iii. Carded (Journal Loose Issue Entry)
- iv. Subscription Orders
- v. Approvals

24. Procurement of e-Resources

Electronic Resources include electronic journals, online databases, data sets, bibliographic databases, indexing/abstracting services, and software tools for research, eBooks, or any information resource that is available in electronic form.

24.1 Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual journals or eBooks)

- Identify the need
- Make a cost benefit analysis by considering all relevant facts
- Put up for approval
- Convene a Library Advisory Committee for negotiation and conclude the deal

24.2 Electronic Journals

When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Advisory Committee.

24.3 E-Books

When purchasing/subscribing to individual eBook titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of DR (F and A), Registrar and Director. If e-books are being purchased or subscribed as subject collections, bundles, or databases then library will prepare a proposal by making a cost benefit analysis by considering the relevance of the resource to CSU-GC academic and research interests, usage analysis and availability offends.

25. Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Statistics, Yearbooks. The collection ranges from general to subject specific sources. All the reference sources are housed in the Ground floor Reference section. Users can also contact staff on duty for any assistance. Library also has access to online reference sources which may be accessed from the library website.

26 Inter Library Loan

Library maintains an inter library loan arrangement with leading local libraries like various campuses of all over India Central Sanskrit Universities, MSP centers & Madrasah Mahavidyalaya. Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

27. Digital Library Services:

- A State-of-art Digital Library provides seamless access to Various – books Electronic Theses & Dissertations, full text etc.
- Digitization of library materials including Rare and Out of Print books but in demand
- Digitization of Theses and Dissertations submitted to the institute
- Scanning and printing facility for the students

27.1 Computerization of library:

The Guruvayoor Campus Library e-Granth software has been purchased and all major activities namely Acquisition, cataloguing, Circulation, and serial control have been computerized OPAC and internet facility are made available. As part of Central Sanskrit University, New Delhi directive, the computerization and automation of Library is presently underway. This is a joint effort by the CSU and CDAC with implementation of e-Granthalaya software package.



i. Library Automation Today:

The automation of operations has more frequently been approached modularly than as a whole. The current state of library automation can, therefore, be approached in this modular fashion.

Library automation today is extremely dynamic. Changes are especially rapid in the two areas in which there is competition among commercial firms, Circulation and on-line services. The emergency of several bibliographic utilities also to be increasing development activity in those organizations.

Computerization is done through library software. Here we have a software e-Granthalaya. A Digital Agenda for Library Automation and Networking developed by National Informatics Center, New Delhi. Using this software we can perform all the above library works easily and efficiently.

ii. Scope:

The scope of the project is to design and develop the library of Guruvayoor campus by computerization. After the computerization we may publish our library to Internet.

27.2 e-Granthalaya Automation & OPAC

- The E-Granthalaya 3.0 New Delhi has provided the free of cost for the computerization of the Library and arrangement of OPAC services through e-Granthalaya Software. Accordingly, books are computerized for quick access in order to get the information about the books available in the Library.
- Now, the Vidyapeetha Library is fully computerized under the e-Granthalaya 4.0 OPAC (Online Public Access Catalogue) facility is provided for public access. Bar-coding of books has been completed successfully.

27.3 Networking of libraries:

Networking of libraries means publishing our campus library to Internet. by networking all types of reading materials are available to those who want them. Inter library book loan is possible through networking. We can access the details of other libraries such number of books, periodicals, magazines etc. For the achievement of networking.

The present status we are continuing our data entry part of the computerization of our Campus Library. We have completed about 35560 books and 19869 titles.

28. Networking of libraries:

28.1 Cleanness:

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

28.2 Electricity and Water and facilities

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

28.3 Floor Plan and Direction

Library shall have floor plans designed and proper directions/guideposts for people to move around the library looking for resources/services.

LIBRARY RULES AND REGULATIONS

1. All the students/scholars and outsiders entering the Library shall deposit their bags and other belongings at the entrance.
2. Only notebooks and the Library books to be returned will be allowed inside. Do not to leave any valuables at the Check Point. Library is not responsible for any loss of personal belongings.
3. All files, books and notebooks must be presented to the security guard at the checkpoint for inspection while leaving the Library. Library does not permit any exception in the observance of this rule.
4. Identity Card is compulsory for getting access to the library.
5. Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Please do not try to shelve them yourself. *Please remember that a book misplaced is a book lost.*
6. The newspaper(s) should be folded properly after reading and kept back in the designated place.
7. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
8. All the students/scholars are required to bring one of their recent photographs (Passport Size) while applying for Library membership.
9. The Reserve Shelf book must be returned on the due date between 10 .00 am to 11.00 am. And General Shelf books on or before the due date.
10. Claim for Reserve Shelf books should be made in the Register maintained at the counter between 10:00 am to 1.00 pm and they should be collected between 2.30 pm to 4.30pm.
11. Those students who do not return the books, issued for overnight use, in time, will not be issued any book for a period of 15 days.
12. All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
13. There will be a fine of Rs. 1.00 per General Shelf book and Reserve shelf book, Rs.2.00.
14. Students are advised not to issue Books to others on their names.
15. Conversation and discussion disturbs library ambience. Therefore, all are requested to maintain silence. If discussion is necessary, the common room should be utilized for the same.
16. Smoking is not permitted in the Library.
17. All users are requested to keep their mobiles switched off or in silent mode in the Library.
18. Beverages and Eatables are not allowed inside the library.
19. No visitor or guest is permitted to use the Library without obtaining a visitor/day membership.
20. No photograph of the Library shall be taken without proper authorization.
21. Library reserves the right to call back any issued book/item at any time.
22. All research scholars are advised not to keep Library books/journals (loose & bound) inside their lockers without getting the misused..

CSU-GC: LIBRARIAN

CONCLUSION

After its establishment in 16 July 1979, the Guruvayoor Campus Library has become a nodal center of learning and knowledge enrichment. By providing a true professional and traditional knowledge to both students and staff, from its great heritage to credit from. At present the library consists unique 36810 collection on various subjects belonging to the library has rich collection of Sanskrit Books, Philosophy, Sanskrit Literature, Vyakarna, Dharmashastra, Jyotish, Religious, History, Education and Manuscripts section are there. And apart from hard copy of Journals with e-journals, magazines, Newspapers, Thesis & Dissertations, the campus library caters to the needs of the students and staff members.

Guruvayoor Campus Library has been using e-Granthalaya software for its housekeeping operation. At present all new books purchased from various publishers/vendors are being directly entered in the database which enables users to access new titles from their desktop through the Web OPAC. However in many occasion it has been noticed that users could not locate the books in the database (e-Granthalaya) but they manage to find the books on shelf. Similarly, while searching the database, user have come across in numerous occasions that many records do not contain full bibliographic descriptions of books which makes it difficult to locate the books in shelf. For example, it has been found that many records do not contain important field such as - call no, author, place, publisher and year which makes it difficult for users to locate the books on shelves. Such incidents compelled me to initiate the steps towards finding the accuracy and redundancy of library records in e-Granthalaya software. The incomplete data and implementation of barcode technology in e-G3 software has also been brought to the notice of the Principal and he desired to update the database by Data Entry Operator on contract basis. I extracted entire library records in eG3 and found that we have 4500 more records entered in the database.

All these records need to be update immediately and implementing bar code technology in campus library so that users can retrieve desired inputs whenever they search library database. Unless or until records are updated in the database, it is difficult to locate exact titles.

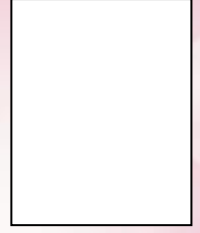
The entire library collection needs to be entered with correct bibliographic information so that users can find correct information. The records which do not contain entire bibliographic information may also lead to purchase of duplicate titles which is against the library policy. The database creation is one time job and it has to be qualitative bearing all important fields which generally users use for searching.

E-Granthalaya is a Digital Platform developed by NIC- MOEIT Government of India for Government Libraries for Automation of In-house activities as well as member services and Networking for resource sharing. On this platform, NIC provides a complete ICT solution with integrated Library Management Software, Digital Library Module, Cloud hosting environment and a Library Portal (OPAC) with NICSi empaneled Roll-out Services and support. E-Granthalaya is useful to transform traditional libraries to e-Library automation with Digital Library Services and to provide various online member services using Single Window Access System. Latest version of e-Granthalaya i.e. Ver.3.0 is a 'Cloud Ready Application' and provides a Web-based solution in enterprise mode with a centralized database for cluster of library is regularly maintained to ensure maximum benefits to the students, staff, visitors and others as well as library staff also. Library Staff members of every section are to ensure looking after their departmental libraries and sections. There is a library advisory committee constituted for proper maintenance and upkeep. Budget is allotted from head office every year for the maintenance of various facilities provided in our campus library like Circulation, Acquisition, Cataloguing, Computer system, Reference, reading & stack, periodicals as well as Administration and other Sections.

From a wide variety of material ranging from rare manuscripts dating back to hundreds of years, to the latest journals and magazines in literary and technological worlds, the library showcase as a true epicenter itself for campus residents.



CENTRAL SANSKRIT UNIVERSITY
Established by an Act of Parliament
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)
Under Ministry of Education, Government of India



Library Membership: Students / Research Scholars

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Name of the ser/Student:.....

Admission No.:.....Library Membership No:.....Academic Year:

Programme /Course: 1.Prack Shastri (I & II) 2.Sashtri I,II& III :
3.Acharya:(I &II 4.B.Ed.: I & II(Edu.).
5. Research Scholars

Specialization (Subject):.....

Present Address:.....

.....
.....Contact/ Mob. No. :.....

Email :..... (Please write legibly)

Permanent Address :.....

.....

.....

.....Tel:.....

Date: :..... Signature of Student:.....

(LIBRARY WORKING PURPOSE)

Library Membership may please be granted.

Membership no.Admission no.ClassAcademic year

Circulation Desk (Library clerk). :

LIBRARIAN
CSU-GC: LIBRARY



CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)
Under Ministry of Education, Government of India

GURUVAYOOR CAMPUS LIBRARY

P.O. PURANATTUKARA, THRISSUR Pincode-680551 (KERALA)

Ph.no.0487-2307771

I, the undersigned would like to apply for Library Membership. I hereby undertake the responsibility to abide by rules of the library. In case of late return/loss or damage to any library resources borrowed by me, I am willing to pay the required amount.

Membership as: Faculty	Visiting faculty	Staff	Project Staff
Individual	Institutional	Alumni	Corporate

Name in full: Mr./ Ms./Dr/ Prof.....

School (If applicable) :

Centre :

Present Address :

:

: Cell:.....

Email: :(Please write legibly)

Permanent Address :

: Tel:.....

Date : Signature:.....

Library Membership may please be granted.

Membership No..... Data Entry Done:.....

Library Clerk (Circulation) :

Librarian(User Services) :

LIBRARIAN

CSU-GC : LIBRARY



CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)
Under Ministry of Education, Government of India

GURUVAYOOR CAMPUS LIBRARY

P.O. PURANATTUKARA, THRISSUR Pincode-680551 (KERALA)

Ph.no.0487-2307771

Library Membership: Day Member

Date:/...../

I, the undersigned would like to make use of learning resources available in your library for my study/research purpose. I hereby undertake the responsibility to abide by rules of the library. In case of damage to any library resources being used by me, I am willing to pay the required amount.

Name in full: Mr./ Miss./ Mrs./ Dr.....

Present Address :.....

:.....

:.....Cell:.....

Email.....(Please write legibly)

User Signature

Photo Identity verified. Day Membership Fee of Rs.15.00 (Rs.30.00 foreigners) collected vide receipt No..... .

Identity Proof Produced:..... for Day Membership Provided

Circulation Desk CSU-Library (Clerk):



CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)
Under Ministry of Education, Government of India

GURUVAYOOR CAMPUS LIBRARY
P.O. PURANATTUKARA, THRISSUR Pincode-680551 (KERALA)
Ph.no.0487-2307771

Lost/Mutilated Book Replacement Request

Name of the Library User :.....

Library ID No.....Date of Reporting the Loss/Mutilation

Title of the Book :-----

Author Name :..... Accession No.

Publisher Name:

In order to make good the loss of library material, here by wish to do the following (Please Tick)

1. Herewith replacing the Book with the same or latest edition
2. Will pay actual cost of the book as per library record so minimum amount of Rs.500/-, whichever is high.

Date :

Signature of the User

Place:

Library Clark

LIBRARIAN



CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament
(Formerly Rashtriya Sanskrit Sansthan, Deemed to be University)
Under Ministry of Education, Government of India

Recommendation Form/Indent book

The Director/Librarian

Please procure the following titles which are useful for my teaching and Research purpose.

Name of Faculty:

School/ Center: Dean /Independent Centre Chairperson:.....

Debit to:

Srn	Author	Title	Year of Pub.	Publisher Name	Price	No. of copies

Signature of Faculty: **Date :**

Approximate Cost of the above Books is: Rs.....

Department Libraries

- i) Department of Education section Library
- ii) Department of Vyakarana Section Library
- iii) Department of Sahitya Section Library
- iv) Department of Nyaya Section Library
- v) Department of Jyotish Section Library
- vi) Department of Modern Subject Library

LIBRARIAN

DIRECTOR



CONYACTS US

CENTRAL SANSKRIT UNIVERSIY

(UNDER MINISTRY OF EDUCATION, GOVERNMENT OF INDIA)

GURUVAYOOR CAMOUS LIBRARY

PURANATTUKARA P.O., THRISSUR-DIST., KERALA – 680551

www.sanskrit.ninc.in

sanskritguruvayoor.org

librarian.sansthan@gmail.com

Phone No.0487- 2307608 (Director)

2307208 (office)

2307771 (Library)