

Policies

Learning Resource Center (LRC)



**University of Management and
Technology, Lahore**

Table of Contents

1-Vision statement-----	3
2-Mission statement-----	3
3-General Policies and Rules-----	3
4- LRC Acquisition/Collection Development-----	4
4.1-Collection Development Responsibilities-----	4
4.2- LRC Selection Committee-----	5
4.3- Selection Criteria-----	5
4.4-Other Selection Considerations-----	6
4.5-Ordering and Purchasing Criteria-----	7
4.6-Acquisition of Gifts, Donations and Exchange-----	7
4.7-Purchase/ Subscription of Journals/Periodicals.-----	8
5-Circulation/Borrowing Policy-----	9
6-Classification and Cataloguing Rules-----	9
7-Rule for Reference Resources and Services-----	10
8-Collection Maintenance Policy-----	11
9- Rules for Interlibrary Loan-----	11
10- Collection Evaluation and Assessment-----	11
11- Rules for Interlibrary Loan-----	12
12- Collection Evaluation and Assessment-----	12
13- LRC Fine Policy-----	12

UMT LRC Rules and Policies

1- Vision Statement

We aspire to be a dynamic learning partner of the university dedicated to knowledge and information management for effective life-long learning of the participants

2- Mission Statement

The mission of LRC is to serve the university in its educational and research initiatives in different ways to enable and enrich teaching, learning and research endeavours of the UMT by delivering flexible and quick access to extensive, current and relevant information resources and by providing quality services and facilities.

3- General Policy/Rules

LRC patrons are expected to observe the following rules while using the LRC facilities. Any violation may incur disciplinary action.

- 3.1- Leave your personal belongings (bags, briefcases, handbags etc.) at the LRC entrance.
- 3.2 Take care of your belongings as LRC disclaims any responsibility for loss or damage.
- 3.3 Keep your cell phones on silent mode/switch off within LRC premises.
- 3.4 To make the LRC environment more comfortable for reading and research, gossiping, cell phone calls, sleeping, eating, drinking, smoking, chatting, and disturbing the order of library furniture is strictly prohibited.
- 3.5 Submit LRC material(s) for inspection, if requested.
- 3.6 Underlining, marking, folding and tearing pages of LRC materials is prohibited.
- 3.7 Leave the LRC materials on tables after consulting/reading.
- 3.8 Observe IPC rules while using LRC IT facilities.
- 3.9 LRC membership could be suspended or canceled along with a penalty in the following cases:
 - 3.9.1 Nonpayment of LRC fine(s)
 - 3.9.2 Theft of LRC material(s)
 - 3.9.3 Nonpayment of damage fine
 - 3.9.4 Non returning of the temporary issued material within due time.
 - 3.9.5 Any kind of disturbance in LRC
 - 3.9.6 Misconduct with the LRC staff
 - 3.9.7 Breaching of established LRC rules and norms

4- LRC Acquisition/Collection development

The acquisition/collection development policy is a set of rules and principles being used by the LRC regarding the selection, evaluation, acquisition and maintenance of LRC's information resources. It will guide the LRC staff and communicate the LRC's policies to faculty, administrators, students, and staff.

- (a) LRC will continue to improve the collection and information resources by purchasing both in print and electronic form.
- (b) The main purpose of collection development is to build a collection of information resources that supports the teaching needs of all the programs being offered at UMT.

(c) LRC will attempt to have the basic searching tools, reference sources, and journals for each discipline. Whenever possible, LRC will give priority to electronic formats while acquiring

informative materials. Since periodicals, serials, and electronic resources involve an ongoing commitment and prices can change over time, their acquisition requires more consideration than books. The LRC will prefer to acquire periodicals in electronic formats, either individually or in databases. These types of resources will undergo regular evaluation.

4.1- Budget

An appropriate annual budget will be allocated for the development and improvement of UMT Library. This budget will be subdivided for various subjects/disciplines. Each year the acquisitions budget for books is divided with this formula:

- 4.1.1- The budget for each discipline will be based on a formula of dividing the number of Student Credit Hours (SCH.s) in all courses in a particular discipline with the total number of SCH.s produced in the previous academic year. (For example, if 1000 SCH.s was in Marketing Courses in a given academic year and the total number of SCH.s produced at UMT in that academic year was 10,000, then 10% of the base allotment would go to buy materials in marketing courses).
- 4.1.2- Budget for special cases may be treated specially.
- 4.1.3- A supplement is added for new academic programs.
- 4.1.4- Chief Library Officer (CLO) will play his role to facilitate the process of selection.
- 4.1.5- Some weak areas may be given priority and special amount may be fixed for those disciplines.
- 4.1.6- Budget for periodicals and some special collections (reference, AV materials, online full-text databases, digital books, CDs etc.) will be decided separately.
- 4.1.7- Budget of some disciplines may be allocated to other disciplines, for some certain reasons like availability of materials on special discounts and prices etc with the approval of Library Committee.
- 4.1.8- Budget once announced will be sent to competent authority for approval.

4.2- Billing and payments

No bill will be accepted for payment by the finance department if it lacks:

- 4.2.1- Recommendation of at least one faculty member or Chairman Department or concerned Dean except reference collection (e.g. Dictionaries, Encyclopedias, Govt. Publications).
- 4.2.2- Accession numbers according to accession register.
- 4.2.3- Signs of In-charge Acquisition Department.
- 4.2.4- Signs of Chief Library Officer (for other campuses Director Campus will sign instead of CLO)
- 4.2.5- Only proper printed bills duly signed by the vender will be accepted.
- 4.2.6- Bills will be submitted to Treasury Department after accessioning and completion of above process.
- 4.2.7- LRC will maintain the record of bills received by accounts.
- 4.2.8- A copy of each bill will be filed in the records of acquisition section.
- 4.2.9- Payments will be made within one month or within agreed time.
- 4.2.10- For urgent and online purchases an advance amount may be requested to accounts department with the prior approval of Rector which will be immediately adjusted after the accessioning of material.

4.3- PURCHASE OF BOOKS

A. Book Selection Tools

The book selection tools shall be acquired by the Chief Library Officer adopting the following procedure:

- i. **Preparing list of publishers and their catalogues**
- ii. **Establishing contacts with publishers/ booksellers:** Letters shall be sent to the publishers / booksellers asking them to put UMT Libraries on their regular mailing lists for catalogues etc. E-mail and other modern means of communication may also be used for this purpose.

B. Books Selection Criteria

- 4.3.1- The CLO will inform the Chairman/ Directors/Principals constituent Colleges about their 'Budget' allocation in the beginning of the financial year and request them to recommend the books within the said allocation.
- 4.3.2- The CLO may send Selection Tools to the Heads of Teaching Depts. / Institutes/ Constituent College for the selection of books. In case of a subject catalogue the full catalogue will be provided and in case of general catalogue a photocopy of the relevant part of the catalogue be sent to facilitate the process of book selection.
- 4.3.3- The Chairman/ Director/ Principals shall recommend the books in consultation with the faculty members and send the lists of books to the Chief Library Officer duly signed by him. For high priced books approval of concerned Dean would be pre-requisite. A copy of recommendation will be maintained by the Acquisition Department.
- 4.3.4- Books may be requested on approval basis from the book sellers and publishers (without any charges) with the condition to purchases on recommendation, otherwise these books will be returned.
- 4.3.5- Faculty members with the consent of their chairman may visit the book shops for selection with the consultation of CLO.
- 4.3.6- Some exhibitions/displays may be arranged for the selection; however, the purchase would only be done on recommendation of faculty or other concerned.
- 4.3.7- The Professional staff of the Acquisition Section will check the library record to avoid unnecessary duplication of books before placing the order with the bookseller/s.
- 4.3.8- To acquire the latest materials, it would be requested to faculties to recommend the materials (books, reports etc.) of previous two years (current and last one year) or latest editions. However, text books, certain reference books may be exempted with the approval of Chairman Department. Faculty members would be requested to visit publisher's web sites, on-line book stores and other sources for latest publications.

4.4- Other Selection Considerations

- 4.4.1- Quality of content.
- 4.4.2- Appropriateness to users.
- 4.4.3- Timeliness and lasting value of the material.
- 4.4.4- Reputation of the author, issuing body, and/or publisher.
- 4.4.5- Price/relative cost of material in relation to the budget and other available material.
- 4.4.6- Presentation (style and clarity).
- 4.4.7- Relevance to faculty research.
- 4.4.8- LRC will not purchase books that have access codes which limit content to only one user. Materials in foreign languages will generally be collected only in relation to foreign language classes.
- 4.4.9- Priority will be given to current and up-to-date over retrospective.

4.4.10- LRC will not purchase outdated books, technology (e.g., CDs, DVDs) microfilm, and outdated software.

4.5-Purchasing Criteria

The LRC encourages the faculty, students, and staff to recommend library materials for purchase, however, the decision to approve or disapprove them will rest with the heads of the departments. The case(s) will be submitted to the CLO duly signed/endorsed by Dean/HODs. CLO can also make selection of books.

The following criteria should be followed while initiating the purchase.

- a) The required books will be double checked in library collection to prevent the duplication.
- b) If not found in the library record, then quotation of required books will be called from different vendors.
- c) Evaluate the prices and discount rates offered by the vendor(s).
- d) Call proforma invoice from the vendor.
- e) Finally, place the order to the vendor with the lowest prices after the approval of Rector.
- f) Duplicate resources will be acquired on the request only.

The CLO will keep track of the collection growth in each subject area based on the collection statistics generated on regular basis. If he observes that the collection in any particular area is lagging behind, he/she will take his own initiative in selecting materials in that area in consultation with the department liaison.

4.6- Ordering of Library Materials

- a) After the due recommendation, Library Acquisition Department will forward a Purchases Order (PO) to the vender.
- b) The order of the recommended/ selected books will be placed with the condition that the books are supplied within specified time, otherwise order may be treated as cancelled.
- c) The order of the foreign books not available in the stock of the bookseller/s shall be placed with the condition that the books are supplied within specified time, otherwise the order shall be treated as cancelled.

4.7- A Price Vigilance System shall be evolved as under

- a) The professional staff of the Acquisition Section shall compare and verify the prices of the books from the book lists provided by various booksellers, the 'Books in Print' on-line sources and other catalogues of various publishers.
- b) The prices of the foreign imported books shall be checked and verified by the Acquisition Section from the original or authenticated copies of Commercial Invoices (certified by Custom Department) provided on demand by the book suppliers up to 10% of publications / library materials listed in the bill. As provided in the notification of the library rates Committee. Department of Libraries. Ministry of Education Govt. of Pakistan. The bills shall be verified according to the provisions given in the quarterly notifications issued by the Library Rates committee referred to above.
- c) In-charge of the Acquisition Section must verify and certify that the books received are in accordance with the order placed by the library.

- d) The books received shall be accessioned in the Accession Register and bill along with necessary documents will be sent to the office of the Treasurer for payment.
- e) The profiles of the performance of the book suppliers shall be maintained in the Acquisition Section of the Library and reviewed periodically.

4.8- PURCHASE/ SUBSCRIPTION OF JOURNALS/ PERIODICALS

The subscription of periodicals/journals will be made in advance. However, certain guarantees will be asked to vendors for supply of periodicals/journals. The following criteria will be followed for subscription:

- a. Foreign journals / periodicals shall be purchased according to the Notification of Finance Department, Govt. of the Punjab, No FD (FR)-11-37/75, dated 21, 1996 and following procedure shall be adopted.
- b) The In-charge of the Serials Section will send the lists of currently subscribed periodicals to the chairman / Directors / Principals/ Head of Departments / Constituent Colleges for review/ amendment during the month of November/December each year.
- c) The In-charge of the Acquisition Section will contact various booksellers/vendors to have their invoices of the journals / periodicals rates and with efficiency shall be selected for order placement.
- d) The CLO shall contact the treasurer for subscription payment against the invoices. The subscriptions shall be released latest by the end of October each year.
- e) Chief Library Officer will submit a report of subscriptions supply in the end of each calendar year. Adjustment of subscriptions shall be made as per report.
- f) The next year's subscriptions payment will be issued in October each year after the last year's adjustment.
- g) The record of the various issues of the periodicals received in the library shall be maintained by the Serials section. The entry into the Register shall be made at the completion of a periodical volume.

5- Collection Development Policy/Responsibilities

The LRC is responsible for acquiring the resources from different vendors.

- 5.1- LRC administration is responsible for determining the collection development budget.
- 5.2- The CLO can place order of books up to Rs.10,000 to meet the immediate needs and advise on selection practices and submit the case to the competent authority (as per UMT financial rules) for approval. Routine case(s) will be approved from the Rector.
- 5.3- Students and faculty members may request LRC for learning material Like book (journals etc. while keeping their concerned HOD in loop. Recommendations/Endorsement of HOD or concerned dean is required.
- 5.3- The Reference/Electronic Resources Librarian will coordinate and manage electronic resources with the guidance of CLO, and technical services staff.
- 5.4- Subject specialists are subject experts who are responsible for collection development in one or more areas. Since LRC does not have its own subject specialists, the liaison persons from academic departments will act as subject specialists. The acquisition librarian will work closely with the liaison persons of academic departments to develop their respective subject collections.

6- Acquisition of Gifts, Donations and Exchange

The LRC accepts donations of books and other library related materials as a way of enhancing its collection. Materials given to LRC will be evaluated by the same selection criteria as purchased materials, especially those concerned with relevance to curriculum, currency, quality of content, and strength of existing collections. Other factors taken into account are:

- 6.1- Space limitations
- 6.2- Cost of processing
- 6.3- Condition of the materials

The LRC reserves the right to decline a donation. If accepted, upon receipt donations will become the property of the UMT LRC. LRC holds the right to determine retention, location, circulation, and disposition of the gift. Those items not added to the LRC collection may be offered to another library, donated to a worthy cause, discarded, or sold. Donations of resources will be acknowledged with a letter which will indicate the number of items donated.

7- LRC Borrowing Policy

All registered members with valid UMT ID are entitled to borrow LRC materials. The borrowing privileges may differ depending upon the membership category. The borrowing privileges for different membership categories are:

Category	Borrowing Privileges	Time Period
Undergraduate students	5	14 days
Graduate students (MBA, MS)	6	14 days
Postgraduate students (MPhil/PhD)	10	14 days
Faculty	20	90 days

- 7.1- Valid UMT identification card is necessary to borrow LRC materials.
- 7.2- Books borrowed by any patron can be reserved.
- 7.3- Reserved books may be collected within 3 days from the circulation desk.
- 7.4- Book(s) borrowed by any patron can be renewed for a period of 14 days as long as the same is not reserved by another patron.
- 7.5- Non-circulating materials such as reference books, CD-ROMs, annual reports, current journals, journals and newspaper archives, audio/video materials, text books, and research projects cannot be borrowed and can only be used within LRC premises.
- 7.6- Any of the borrowed LRC material is subject to recall as and when needed by the LRC.

- 7.7- If the patrons misplace any LRC material and is unable to find them, it is recommended to report at circulation desk immediately to avoid overdue fines.
- 7.8- Any of the LRC materials not returned within 30 days after the due date will be considered as lost.

8- Classification and Cataloguing Rules

To ensure the standardization, LRC follows the international standards to manage its resources.

- 8.1- Dewey Decimal Classification Scheme (DDC) may be used to classify the information resources. DDC is well-known widely used classification scheme that divides the universe of literature in to 10 main classes.
- 8.2- For Cataloging, Anglo American Cataloging Rules, 2nd ed. (AACR2) may be followed.\

9- Rule for Reference Resources and Services

- 9.1- Reference resources will include printed journals and serials, newspapers, thesis and dissertation, textbooks, dictionaries, encyclopedia, atlases, etc. LRC holds the right to declare any resource a reference resource. Reference collection can only be used inside the LRC building.
- 9.2- Reference service is available in the LRC for the registered members only.
- 9.3- Members can get online reference service through email at library@umt.edu.pk. Response time for a query range from 20 mints to 24 hours (working day) depending upon the nature of the query.

10- Collection Maintenance Policy

- 10.1- Stock Taking:** All the libraries may go through the process of stock taking every year in which the head of each library will check the stock. They will check the total books, issued books and lost books and will present a report to the Chief Library Officer, LRC.
- 10.2- Treatment of Lost Books:** Provisions are given under 5.3.1 heading. HEC rules apply on lost books.
- 10.3- Weeding:** Non-repairable books, outdated editions of books, may be weed-out or discard from LRC in order to ensure the smooth functioning of LRC services, to save space for the new and up-to-date information resources, for easy and fast access to relevant information resources. However, the resources of enduring value may be preserved.

11- Rules for Interlibrary Loan

Interlibrary loan is a facility for the users in which:

- 11.1- The library borrows the books from the other library for a specific number of days.
- 11.2- LRC will arrange the books for the users on demand for a period of three days.
- 11.3- After three days, borrower must have to return the book in the LRC.

12- Collection Evaluation and Assessment

The information resources need continuous evaluation in order to sure that the library is fulfilling its mission to provide resources in support of the university's academic and research programs in a timely manner. Statistical tools, such as circulation reports, collection turnover rates, reference

usage, shelf allotments, and volume counts will be studied to determine how the collection is being used and how it should change to meet user needs. The input received from user surveys will also be used in evaluating the collection.

Note: The Collection Development Policy will be evaluated every year. If significant changes need to be amended after evaluations, LRC may choose to update the original policy or create an addendum.

13- LRC Fine Policy

Certain fines are charged for overdue (not returned on time) LRC materials. This is an effort to provide patrons an equal opportunity to make use of LRC materials and to maximize sharing of LRC collections.

- 13.1- Overdue fine is charged from the first overdue date/day.
- 13.2- Overdue fine on general books would be PKR.20 per book per day.
- 13.3- Overdue fine on temporarily issued materials would be PKR.50 per hour.
- 13.4- Loss of LRC materials would be charged three times the actual price OR replacement of the material(s) with PKR.100 additional as processing charges.
- 13.5 PKR.5000 in addition to the current price would be charged in case of stealing LRC materials.
- 13.6- In case of any disciplinary violations in LRC, PKR200 would be charged on the first violation and PKR500 on second violation.
- 13.7- In case of continuation of violations, the issue may be referred to the LRC disciplinary committee.