

SHANTARAKSHITA LIBRARY
CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES
(Deemed to be University)
SARNATH, VARANASI- 221007

Collection Management Policy

In order to sustain the effective library services as well as to ensure the longevity of the library materials it is essential to follow the standard practices of technical processing, preservation, conservation, restoration, which includes, Classification, Cataloguing, Shelving, Dusting, Binding, Temperature, light and Humidity control, awareness about right use, fumigation, anti-rodent and anti-termite treatment and other contemporary measures required to ensure the effective use and good physical health of the documents. Moreover it is also required to weed out and write-off the unused obsolete library material for better use of library space.

Preservation: Action taken to anticipate, prevent, stop or retard deterioration. Every attempt should be made to follow sound procedures of preservation and provide adequate facilities and conditions (dusting, binding, fumigation, anti-termite, anti-rodent treatment, weeding out and write-off) for longevity of the library materials.

Conservation: The maintenance of each item in the collection in a usable condition. Every attempt should be made to follow sound procedures of conservation and provide adequate facilities and conditions (temperature, light, and humidity control, security, fire protection, and instruction to staff and patrons concerning proper use and handling) for longevity of the library materials.

Restoration: The act of returning the deteriorated item to its original or near-original condition. Wherever possible digitization of the deteriorated library materials may be done on priority to preserve the contents of the deteriorating documents and appropriate conservation agency should be consulted for conservation of such library materials.

Specific measures to be adopted by the Shantarakshita library for better use, safety security and longevity of the xylographs, printed and multimedia documents of the library collection as well as the other library properties are detailed in the following sections of the policy.

1. GENERAL PREVENTIVE MEASURES:

It is essential that all efforts should be carried out by each and every official of the library for pleasant display and quick retrieval of documents by the users. Library must ensure that:

- All the books removed from the stacks should be shelved back at least twice a day.
- Each unit of Stack to have a designated Library Attendant.
- Shelf Reading and rectification must be done continuously to identify the misplaced books; books need binding and books to be weeded out.
- Books reported untraced by users be traced in the quickest possible time with documentation, like when the request was received and when it was solved
- The stacks should be properly labeled with subject guides and Class Number Guides
- Closed access system shall be followed for the multimedia, rare books and special collections.
- The exit/entry to the library shall be properly monitored.
- Sealing of windows with wire mesh, installation of wicket gate, adequate vigilance in the stack room(s), provision of adequate lighting, use of electronic or magnetic gadgets for detection of the theft shall be adopted.
- Closed-circuit television monitoring system, introduction of identity/membership cards for identification of users, etc., shall be adopted.
- Regular and proper dusting (manual as well as by vacuum cleaner) has to be done to avoid the accumulation of dust layers on the documents which absorbs the atmospheric moisture and functions as the germination bed for fungus and other harmful insects.
- High level of cleanliness shall be maintained in each and every area of library to reflect its living and creative character.

2. BINDING

The binding is an on-going process of every library. Binding is needed for longevity of the documents especially the most used documents, paperback editions and old documents. The quality of materials use and workmanship must be closely

monitored for binding of library materials. The recommended binding specifications for printed books collection of Shantarakshita Library are as follows:

2.1. PROPOSED SPECIFICATION FOR BINDING

TYPE OF BINDING:- The cover boards of books should be completely covered with fine quality cotton cloth. The type of binding will be full cloth binding. Depending on the type of documents the type of binding may be selected from full or half leather, rexine, cloth binding.

COLLATION:- The binder is required to carefully arrange/rearrange, insert the pages of document or issues of journals, in case of rebinding the thread, glue tape and other materials of previous binding to be pulled and cleaned very neatly. The collation is to be verified by the person concerned of the library.

SEWING OR STICHING:- Section stitching with tape. Nontoxic cotton tape to be pasted to cover card board on both covers up to 1.6 inch width.

SPINE:- Fresh cotton cloth to be pasted on spine and both covers up to 1 inch from spine. Heavy wrapping paper should be used to make hollow back.

TOOLING:- Book Antiqua font of 14 to 18 pt. in English books and any slim font of 16 to 24 pt. in Hindi books to be used. The size of fonts must be conformity with the size of books.

TRIMMING:- Neat and smooth trimming of edges is required without damaging printed area of the book. In case margin of book is not sufficient the edge may be cleaned by sand paper.

2.2 MATERIALS TO BE USED

1. **CARD BOARD:** - Single ply of 28kg, J.K. Mills card board to be used for all size of books.
2. **COVERING MATERIALS:-** Matted binding cloth of high quality to be used. The color of the cloth is to be decided by the librarian.
3. **END PAPER:-** Durable, red colour end paper of 32 kg weight manufactured by J.K. Mills.

4. **STICHING MATERIALS:-** Unbleached cotton or linen thread, unbleached cotton or linen tape and Non-toxic glue are to be used for binding.
5. **TOOLING:-** Good Quality letter sheets (Golden & other colour) to be used for lettering.
3. **Fumigation:** Fumigation is a method of pest control that completely fills an area with gaseous pesticides or fumigants to suffocate or poison the pests within. It is required to check the growth of silver fish and other insects and pests in the library materials. On regular interval preferably once in two years the library materials should be fumigated. As the gases generated during fumigation are highly poisonous, fumigation may be planned in vacations. Old and rare books received as donation or purchased must be fumigated outside the library before adding in the library collection.
4. **Anti-rodent treatment:** Rodents are well known enemies of the paper. Access and movement of rodents like rat, mole and squirrels must be controlled and anti-rodent treatment should be carried out as and when required. Daily cleanliness of leavings of eatables is must to control the access of rodents.
5. **Anti-termite treatment:** Termites not only harms the library materials but also to library building and furniture, therefore a close vigilance must be done during the routine cleaning for the growth of termites and if found it must be reported and local termite treatment should be done immediately. In normal course the complete termite treatment of library buildings should be carried out once in four years during the vacation.
6. **Fire Safety and disaster management:** Latest and working fire safety system should be installed in the library for fire safety and each and every library official must be trained to handle the fire equipment. One day fire safety and disaster management training should be given to all library officials once in every year preferably before summer season.

7. WEEDING OUT

The weeding out is a necessary process of the library to keep the library collection live. It is needed to destress the library and to avoid the irrelevant search results during catalogue as well as stack browsing.

Following types of documents may be weeded out during Shelf Reading and rectification from the library collection:

- The worn-out documents that the further binding is not possible and their new editions are available in the library.
- Computer books published before 1990 (Excluding Dictionaries, Encyclopedias of computers and allied subjects and history, philosophy & fiction based on computers).
- User manuals of the old Mac computers and software programs.
- Old newspapers, magazines, pamphlets, newsletters, annual reports of institutions, brochures, trade materials etc.
- Gratis documents which are of no use.
- Old and Unused text books

8. STOCK VERIFICATION AND PROCEDURE TO WITHDRAW BOOKS

8.1 Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced documents, identifying documents that need repair, etc. Depending upon the size of the library following periodicity of physical stock verification is fixed by the GFR (General Financial Rules) of the Govt. of India:

Size of library	Periodicity of Stock Verification
Up to 20,000 volumes including journal back volumes	100% physical verification at 3 year interval.
Above 20,000 and up to 50,000 volumes including the journal back volumes.	100% physical verification at 5 year interval.
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.
Above 1,00,000 volumes including the journal back volumes	Sample (10% of the total stock) physical verification at interval 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 committee appointed by the competent authority.

8.2 Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries. The librarian has a role as information manager and not just a custodian. Therefore he/she should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of the value exceeding ₹2000.00 for books published in India and ₹10,000.00 for books published abroad and books of special nature and rarity shall invariably be investigated and consequential action should be taken. The competent authority 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 be considered as loss for write-off.

- Librarian may write off the loss of books, volumes, etc. mentioned in the proceeding with the approval of Vice Chancellor of the University.
- There may be no objection to the Librarian 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 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 Amendment to General Financial Rules, 1963 (3rd Ed.) Page 38 Chapter 8 Rule 99 and Ministry of Finance O.M. No. 23(7) E II(A)/83 dated 7.2.1984)

8.3 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 competent authorities along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Get approval from the competent authorities and Issue OM
- Make necessary entries in the accession register, write-off register, database etc.

- Remove records from databases
- Close file.
- Improve the system with additional precautionary measures

9. Conservation: As the Shantarakshita Library have the varied form and formats of documents which includes xylographs, printed books, magnetic tapes, micro fiches, micro films, electronic documents, photographs, thangka paintings etc. it is utmost required to protect these precious collection from deterioration as well as to conserve the deteriorated documents. Wherever the conservation of document in its original form is not possible it should be tried to preserve the contents in digital form if permitted by prevailing copyright rules.

10. Awareness about right use:

Preservation and conservation of library materials is a shared responsibility of Decision makers, library officials and library users. Each and every library official and library user should be aware of right use of library materials. Library orientation to students should be given just after joining the university and / or in the beginning of new academic session of the University. Copy of library rules regarding dos and don'ts in the library may be given to the library members during their registration.

11. Format Conversion

The Shantarakshita library has a vast collection of other than printed documents in varied forms and formats it includes xylograph, microform, Photoprints, Audio Cassettes, VHS, ACD, VCD, CD-ROM, DVD, Mp3, Mp4 etc. therefore it is necessary to save the contents of these documents in the prevailing formats. If the copyright rules permits the old books of importance may also be digitized and saved in digital format. Keeping in view the growth of digital technology it is also necessary to update such documents in the contemporary formats periodically to save the valuable contents of such documents. Format of document is also an issue of importance so the all possible measures should be adopted to save the documents in old format especially xylographs, micro fiches and films.

12. Light, Temperature and Humidity control:

Keeping in view the varied form and format of library collections, as and where required the air-conditioners and Hygrometers have to be installed to safeguard the collections from acute hot and humid weather conditions, appropriate measures to be adopted for storage of photographic and magnetic material based library collections.

Uninterrupted power supply, Proper ventilation and appropriate lightening must be ensured for each section of the library.

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