LIBRARY RESOURCE MAINTENANCE POLICY

DAV UNIVERSITY JALANDHAR

Introduction: DAV University's Knowledge Resource Center (KRC) is committed to providing a state-of-the-art library experience, supporting academic excellence by maintaining an extensive and up-to-date collection of resources. The KRC plays a crucial role in meeting the academic needs of students and faculty, and efficient maintenance is key to ensuring the longevity and accessibility of library resources.

Objectives:

1. To ensure that the library collection remains current, relevant, and in good condition.
2. To provide a welcoming and organized environment conducive to learning and research.
3. To maintain all library resources and infrastructure to high standards.

Collection Maintenance:

1. **Shelving and Organization:**
- Books are displayed using an open access system and systematically classified according to the Dewey Decimal Classification system.
- Library staff are responsible for shelving and re-shelving books, ensuring that the collection is attractively displayed and easily accessible.
- Returned books are re-shelved promptly, and regular checks of book arrangement are conducted.

2. **Resource Upkeep:**
- Damaged or torn books are promptly repaired, and binding services are employed when necessary to ensure the longevity of the collection.
- An annual physical verification of the collection is conducted to identify missing or misplaced books, and necessary steps are taken to restore them.

3. **Journals and Magazines:**
- Journals and magazines are displayed on inclined racks with the latest issues prominently featured.
- Back issues are systematically stored in pigeonhole cabinets for easy access by users.

Equipment and Infrastructure Maintenance:

1. **E-Section Maintenance:**
- The library's electronic section, equipped with computers, is regularly monitored to ensure all systems are functioning properly.
- Regular maintenance and repair work are conducted on equipment such as computers, furniture, and lighting to avoid inconvenience to users.

2. **Security Measures:**
- CCTV cameras are strategically installed throughout the library to enhance security and protect the collection.
- Library staff monitor the security systems regularly to ensure the safety of both resources and users.

Resource Acquisition and Renewal:

1. **Acquisition of New Materials:**
- The KRC responds promptly to requests from academic departments for new textbooks and reference materials prompted by curriculum changes or an increase in student enrollment.
- New arrivals are processed and displayed on open shelves for easy access by students and faculty.

2. **Electronic Resources:**
- Regular updates and renewals are made to electronic resources, including databases, e-journals, and e-books, to support the evolving academic requirements.

Sustainability and Environmental Responsibility:

1. **Resource Conservation:**
- Efforts are made to conserve resources by employing energy-efficient lighting and promoting digital resources.
- The library promotes responsible use of resources, including minimizing paper waste and encouraging the use of electronic materials.

User Responsibility:

1. **Care of Resources:**
- Users are expected to handle all library resources with care and report any damages or issues to the library staff.
- Borrowers are responsible for returning resources in good condition and within the stipulated time frame.

2. **Conduct in the Library:**
- Users must adhere to library rules and maintain decorum within the library premises. Any form of misconduct or damage to resources will result in penalties.

Review and Updates: This policy is subject to periodic review and updates to ensure that it remains aligned with the university's objectives and the evolving needs of students and faculty.

Changes may be made by the library administration as necessary to enhance the efficiency and effectiveness of library maintenance.

Conclusion: Through diligent maintenance and proactive management, DAV University's library remains a well-organized, welcoming, and resource-rich environment, supporting the academic growth of students and faculty.

(Registrar)