

Library Policy & Procedures

2025 EDITION



Library Advisory Committee

The Library Advisory Committee is constituted by Hon'ble Vice-Chancellor for library's overall growth in the best interest of the users and its smooth functioning. The Committee comprises of representatives from all the academic and non-academic departments as members and a Professor as its Chairman.

Prof. T S Gopi Rethinaraj	Professor, School of Arts and Sciences	Chairperson
Prof. Toleti Subba Rao	Professor, School of Arts and Sciences	Member
Prof. Shiju M. V	Acting Dean, School of Law	Member
Prof. Ram Prasad K	Associate Dean, School of Computing and Data Science	Member
Prof. Ashok Chandrasekaran	Assistant Professor, School of Computing and Data Science	Member
Mr. Valliyappan AT	Manager, Department of Finance	Member
Mr. Aravind R Nair	Manager-Librarian	Member Secretary
Mr. Sampath Kumar	Assistant Manager-Librarian	Assistant Member Secretary

Borrowing Facility Policy

1. Borrowing Privileges

The borrowing facility for different categories of members is outlined below. This table shows the number of books, loan periods, and overdue fines applicable for each member category.

Member Category	Number of Books	Loan Period	Overdue Fine
Faculty Members	10	1 Semester	₹5 per day per book
Staff	3	1 Month	₹5 per day per book
Research Scholar	8	1 Month	₹5 per day per book
PG Student	4	14 Days	₹5 per day per book
UG Student	4	14 Days	₹5 per day per book

2. Returns

You can return any checked-out library materials to the library during operating hours or via the designated return locations (if available).

3. Overdue Fines

Faculty Members, Staff, Research Scholars, PG and UG Students: A fine of ₹5 per day per book will be charged for late returns beyond the due date. Students are encouraged to return books within the stipulated time to avoid fines.

4. Loan Renewal

Loans can be renewed online or at the circulation desk, provided no other user has requested the same book. Renewal requests should be made before the due date to avoid fines.

5. Recalls

All regular loan materials are subject to recall at any time at the library's discretion.

If an item you have checked out is recalled, the library will notify you via email, and you will be required to return it by the new due date.

6. Lost or Damaged Books

Pay double the cost of the book plus ₹100 processing, or replace the same title (same edition) with a new copy plus ₹100 processing and any applicable overdue fine.

This borrowing policy ensures fair access to library resources for all users. Faculty, staff, and scholars are given extended borrowing privileges, while students are encouraged to manage their loans responsibly to avoid fines and ensure timely access to materials for everyone.

Library Catalogue or OPAC is where you can track your library loans, renew items, check due dates and more. After logging in, click your name in the top right corner, then "My Account."

Weeding Policy

1. Purpose

This weeding policy aims to maintain a high-quality collection that is current, relevant, and in good condition, supporting the academic and research needs of Sai University's students, faculty, and staff.

2. Objectives

- Ensure the collection aligns with the academic and research needs of the university.
- Remove outdated, damaged, or rarely used materials to optimise space for new acquisitions.
- Reflect current scholarship and advancements across various disciplines.

3. Criteria for Weeding

Materials will be considered for weeding based on the following criteria:

- **Age and Obsolescence:** Removal of items containing obsolete information, particularly in rapidly evolving fields such as technology, medicine, and the sciences.
- **Physical Condition:** Discarding materials that are damaged beyond repair, such as those with missing pages, broken bindings, or significant wear.
- **Usage:** Items that have not been checked out or used in the library for a designated period (e.g., 5 years for general collections, 10 years for reference works).
- **Superseded Editions:** Older editions of a work may be weeded when newer editions are available unless they hold historical significance.
- **Duplication:** Reduction of multiple copies of a title that no longer sees high demand.
- **Relevance:** Removal of materials no longer aligned with the university community's current curriculum or research focus.

4. Exclusions

Certain materials are generally excluded from weeding unless they meet specific criteria:

- **Special Collections:** Rare, archival, or historically significant items.
- **Core Academic Texts:** Foundational works in various disciplines, unless severely outdated or damaged.
- **Faculty Publications:** Works authored by Sai University faculty, unless a replacement is available or the item is no longer relevant.

5. Weeding Procedure

- **Evaluation:** Library staff will periodically review collection sections for potential weeding. Faculty members may be consulted regarding subject-specific materials.
- **Decision Making:** The Head Librarian and relevant subject specialists will review items identified for weeding.
 - **Disposition:** Weed-out materials will be handled as follows:
 - **Replacement:** Replaced with newer editions or copies in better condition.
 - **Donation:** Donated to other libraries, educational institutions, or charities.
 - **Disposal:** Recycled or disposed of responsibly.

6. Record Keeping

All weeded materials will be documented, including the title, author, publication date, and reason for removal. These records will be maintained for future reference and reporting.

7. Review and Revision

This policy will be reviewed periodically (e.g., every three years) to ensure it continues to meet the needs of Sai University Library and its users. Revisions may reflect changes in university priorities or library best practices.

Fair Use of e-Resources

Electronic resources such as e-journals, e-databases, and e-books made available by Sai University Library are provided solely for academic, research, and instructional purposes. These resources are governed by license agreements between the University and respective publishers, and every user is responsible for using them ethically and legally.

Permitted Use

Users may:

- Search, browse, and read electronic resources for academic work.
- Download or print single copies of individual articles or limited sections, similar to how printed library material is used.
- Use the resources within the limits of fair use as defined in publisher licenses and copyright law.

Prohibited Use

The following actions are strictly prohibited:

- Systematic downloading, which includes:
 - Downloading or printing an entire book.
 - Downloading full issues or volumes of a journal.
 - Saving large portions of a resource beyond fair use limits.
- Using automated tools such as:
 - Robots
 - Spiders
 - Crawlers
 - Intelligent agentsto search, scrape, or download content.
- Sharing downloaded material with unauthorized individuals or uploading it to third-party platforms.
- Using someone else's login credentials to access electronic resources.

Any form of misuse may violate copyright law and publisher agreements.

Consequences of Violation

Violating this policy may result in:

- Temporary or permanent suspension of access to electronic resources.
- Disciplinary action under Sai University rules and regulations.
- Legal action initiated by publishers, if required.
- University-wide access being blocked by the publisher as an immediate consequence of systematic misuse.

Publishers actively monitor usage patterns. A single user's violation can result in the complete access of Sai University being blocked, affecting the entire academic community.

User Responsibility

Every user must:

- Follow the permitted-use guidelines specified by the publishers.
- Understand that license terms differ across publishers.
- Use electronic resources responsibly and ensure that access credentials are safeguarded.
- Report any accidental excessive download or suspicious system behaviour to the library immediately.

General Principles from Publisher Licenses

While specific licenses differ, the following principles generally apply:

- Access is limited to authorized users (Sai University students, faculty, staff).
- Resources cannot be redistributed or shared externally.
- Content cannot be used for commercial purposes.
- Downloading should be limited to small portions for personal academic use.
- Modification, republishing, or hosting of publisher content on other platforms is not allowed.

Rules & Regulation

Do's

- Do carry your ID card every time you visit the library.
- Do mark your attendance in the register without fail.
- Do keep your mobile phone in silent mode.
- Do use the designated baggage counter for your personal items.
- Do maintain silence and uphold the library's decorum at all times.
- Do conduct yourself responsibly and avoid any form of misconduct.
- Do return or renew borrowed books on time to avoid penalties.
- Do use headphones when watching or listening to approved educational content.
- Do plan your activities so you can leave the library at least 10 minutes before closing.

Don'ts

- Don't bring food, drinks, or beverages into the library.
- Don't shout, talk loudly, or disturb others.
- Don't damage books, furniture, equipment, or any other library resources.
- Don't move, shift, or rearrange library furniture.
- Don't bring valuable or expensive items; the library is not responsible for loss or damage.
- Don't play non-educational audio or video content.
- Don't engage in gaming of any kind inside the library.
- Don't make any audio or video recordings without prior approval from the librarian.
- Don't take library resources outside without issuing them; reference books must stay inside.
- Don't misplace books; return them to the designated area or hand them to staff.
- Don't ignore damaged resources; report any damage immediately to the library staff on duty.