

Maharashtra National Law University Mumbai



Library Manual

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PREFACE

The University library provides a vibrant learning environment that ensures access to relevant and reliable information in multiple formats. Its main objective is to meet the rising expectations of the student community by providing unparalleled services that advance the University's mission to create new knowledge.

Library houses quite a good number of resources and experienced, cooperative and professionally trained library staffs are employed for systematic organization of the library documents as well as to maximize their usage.

However, there has been a long felt need to bring clarity and uniformity in procedures and practices of the library so as to further improve its efficiency, utility and services. Therefore, a '**Library Manual**' is warranted where all the rules, regulations, procedures are clearly spelt out.

The manual touches upon all important functional modules of the library as and delineates a clear policy as to how the activities of the library like acquisition of library material, technical processing, arrangement of resources, transaction of documents, library services, etc.

To be able to give direction in organizing and in managing the Library, this manual will serve as a guide to the library staff and users.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

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Profile

The MNLU Mumbai Library aims to support the University's Curriculum in producing best Lawyers to the nation, well equipped with knowledge & research skills. The Library is well-managed and acts as the knowledge hub of the University. It has a rich and comprehensively high quality of information resources in the field of Law. It serves as a creative and innovative partner in supporting the teaching, learning and research activities of the University and contributes significantly to the University's mission of academic excellence. It identifies, evaluates, procures, processes and then makes these learning resources available to the faculty and students for their teaching, learning and research assignments.

The functional aspect of a library is normally an integration of **Academic** (i.e. resource selection, technical processing, organization of materials, reader's services, update the new developments etc.) and **Administrative** (i.e. acquisition of materials, bill processing, budget management, etc.) aspects of the University. Therefore, the library requires a '**Library Manual**' for its everyday activity to follow uniform procedures.

About Manual

Library manual is a source of information, a constitution which lists out all departments, sections and their functions, procedures and policies within the library. It is a source that library staff will refer whenever there is any confusion about any function or procedure & for day to day basis affairs. It is guidelines to maintain & develop the best of the library facilities for students, faculties etc.

Objectives: The objectives of the Manual are to-

- Develop information resources to serve the University.
- Utilize optimally the available resource for the end users.
- Develop standardized best practices in the system thereby touching all the stake- holders.
- Develop compatible information retrieval tools and services.
- Provide flexibility to the professional staff to take independent decisions and show creativity in their activities and services.
- Strengthen the basic infrastructural facilities required to promote and maintain functionality and performance.
- Address the issues that concern the newer developments in the information transfer process.
- To provide guideline for prompt & efficient functioning of library.
- To set a ruling on the basis of which any business of library will rely upon.

Library Timings

Days	Timings
Monday – Saturday	9:00 am – 5:30 pm

Circulation Timing: Books will not be issued after 4:30 PM

The timings are subjected to change based on the user needs and decision of concerned authorities. It will be notified through emails from time to time.

Right to Membership

All are welcome to avail the library facility. Researchers, students of other institute, corporate, Law Professionals, etc. can apply to MNLU Library for the membership

Membership Form (Annexure I)

- The membership is subject to approval by the Hon'ble V.C of MNLU.
- The Right to Membership is not absolute & limited as to the access of Library resources.
- The Outside member is not qualified under the scheme of loan for any library resources.
- If misbehavior or any violation of library rule is observed, the membership for outside member is subject to disciplinary action.

Library Committee

The **Library Committee** is responsible for the performance of its duties and the exercise of its powers. The function of the Library 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. The Library Committee acts as a channel of communication and dialogue between the library and its users.

The main objective of the Library Committee is to aid in the establishment of a bridge between the library and the academic fraternity and the University management.

A) Composition: Library Committee shall consist of the following members:

- Registrar – Permanent Invitee
- Dr. Kiran Rai – Chairperson
- Dr. Karuna Akshay Malviya – Librarian
- Dr. Anand Raut - Member
- Mr. Milind Gawai – Member
- Mr. Abhijit Rohi - Member
- Dr. Upamanyu Sengupta – Member Secretary
- Ms. Sidra Ahmed – Student Member
- Mr. Shiv Kumar Sharma - Student Member
- Mr. Siddharth Jasrotia - Student Member
- Ms. Yashi Singh - Student Member

B) Frequency of Meetings:

The Committee shall meet at least once in a month.

C) Duties and responsibilities: The duties and functions of the Committee shall be as under:-

- To consider policy matters regarding the library including the policy for procurement of books and journals and render advice to the library for procurements.
- To supervise the allocation and utilization of funds for different departments for purchase of books and journals for the library
- To maintain liaison between the library and the various Academic Departments/ Centres.

- To consider and put forward the views/recommendations/suggestions of faculty members regarding books/journals selection etc.
- To consider and put forward the views/suggestions of students and Research Scholars regarding their problems and solutions sought thereof.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to advise the library for adoption.
- To evaluate the purchase policy and negotiated terms with vendors for all library resources.

D) Minutes of the meeting: Meeting minutes shall be recorded by the Convenor and circulated to all members for consideration and approval.

E) Meeting Notice: Notices for the Library Committee meetings should also be sent to the Heads of the Departments/Centres so they could arrange a substitute in case a regular member is unable to attend

Library Budget

Library budget means the financial allocation to procure Library resources. The annual library budget

of the library has the following components:

- Books
- E-Books
- Journals/periodicals (Renewal and new subscriptions)
- Online Databases
- Binding and other maintenance expenses.
- ICT Facilities
- Library Furniture
- Library Automation Software's

[Note: Budget heads and titles go on changing from time to time.]

Purchase of Books, Journals, Databases, etc.:

- Purchase order shall be placed by **Librarian** only after the approval of Registrar.
- A copy of purchase order should be invariably marked to **Finance & Accounts** department for necessary record.
- A purchase order file also is maintained.
- The bills duly supported by approved indents, purchase orders and supporting documents for supply of books and other learning resources etc. will be verified and processed by the library for payment.

1) Books

2) Journals

3) Databases

Empanelled Vendors

Expression of Interest

Expression of Interest

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.

About the existing collection: In relation to the various academic programmes as offered by the University, Library should make provisions in the budget to strengthen these programmes with best possible learning resources. Based on the observations, an effort should be done to add books, journals and e-resources in the area of the current and new programme from time to time.

Introduction of e-resources: Because of the conveniences like multi user access and anywhere, anytime access, there is a considerable demand for online databases, e- journals and e-books. Also has excellent access infrastructure like high internet bandwidth, Wi-Fi connectivity in the campus. These E-resources can also be accessed out of campus hence; emphasis may be given more towards e-resources.

Acquisition Section

- Acquisition work means the method by which collection is built or stock is added to the library.
- Hence it comprises selection of all kinds of documents and acquiring them by means of procurement, gift, exchange, membership, etc.
- Acquisitions encompass all aspects of obtaining documents for library, including verification of bibliographic details of documents to be ordered, checking before placing orders to avoid inadvertent ordering of already procured documents, preparation and placing of supply orders, follow-up of non-receipt of documents, receiving and checking of physical layout and content of documents, invoice processing and recording payment details, maintenance of library fund records and statistical information related to procurement activities.

A) Policy: Within the bounds and resources available, the library should procure documents by following the golden rule of the “**BEST READING MATERIAL FOR THE LARGEST NUMBER OF USERS AND AT THE LEAST COST**”. Therefore, selection and procurement are important functions of a library for a balanced collection of documents for current and potential use.

There are several distinct acquisition functions:

- Selection
- Verification
- Vendor assignment
- Ordering
- Claiming and cancelling
- Receiving
- Accessioning
- Providing information to indenters regarding status of the ordered document
- Bill processing for payment and maintenance of statistical records pertaining to procurement.

B) Vendor Empanelment

MNLU Library has empanelled below vendors for supply of books

1. M/s Segment Book Distributors
2. M/s Asia Law House
3. M/s Technical Bureau Inida Private Ltd
4. M/s Bharatiya Sahitya Bhavana
5. M/s Pragati Publications
6. M/s Readers World
7. M/s Tan Prints India Private Ltd
8. M/s S.C. Sarkar & Sons Pvt Ltd
9. M/s Aditya Books Pvt Ltd
10. M/s Maharashtra Book Center
11. M/s Satyam Books Private Ltd
12. M/s Global Informatics Solutions
13. M/s Mohan Law House
14. M/s Book Corporation
15. M/s Bombay Books
16. M/s Indu Book Services
17. M/s Variety Book Publishers Distributors
18. M/s Sterling Book House

Terms & Conditions for supply of books to empanelled vendors

- The vendor should be member of the Federation of Publishers/Booksellers Association in India.
- Vendor should have a permanent Income Tax Account No. and Service Tax No.
- The vendor should have a minimum of 3 years experience in dealing with reputed academic/ research/ university library.
- Vendor should supply the selected books within the period mentioned in Purchase Order, failing which order will be given to another vendor. If any empanelled vendor often fails to supply the material within the given time, procedure to debar the vendor may be initiated.
- Vendor should give maximum discount on published price for all books in English/ Hindi of Indian and foreign origin and in no case less than 25%

discount is permissible.

- Only Government/Learned Society publications shall be allowed to purchase at no discount. No discount title(s) shall also be allowed to be supplied at no discount price. A separate certificate to this effect should be appended with the bill.
- Vendor will have to supply foreign/Indian Society publications, government publications and no discount titles whenever required.
- Vendor will have to submit the bills of foreign books converted to Indian rupees and it will be paid at the Rate of exchange as applicable to the date of purchase order
- The vendor must submit publisher's/distributor's/dealer's price catalogue/invoice copy as a price proof duly certified and stamped for the books supplied by him along with the bill.
- Incomplete or wrong information furnished in the Book Indent/Recommendation Form/ bill/ price proof/ Vendor Registration Form, may debar a vendor for supply of books.
- The Library Committee reserves the right to recommend or reject any or all the book suppliers. The decision of the Vice-Chancellor on the advice of the Library Committee will be final in all cases in respect of acceptance/ rejection/ arbitration and no explanation will be given.
- The publications supplied should be in good condition without any defects.
- Unless otherwise mentioned, only the latest edition of the publications will be accepted and they must be in good condition.
- Invoice(s) are to be submitted in triplicate (3 copies). Revenue stamp should be affixed on the original bill duly signed by authorized signatory.
- Invoice(s) are to be addressed in the name of

The Librarian, MNLU Mumbai

Post Box No: 8401

Powai, Mumbai – 400 076

- All entries in the Invoice(s) should be typed or neatly hand written in the format acceptable to the library.
- The prices have been correctly charged in accordance with the publishers' invoice

and publisher catalogue.

Vendor enplanement agreement – (Annexure -II)

C) Procurement of Books (process and approval)

▪ Recommendations (Faculties/students/any other staffs)

- Faculties are entitled to recommend new books for library at least 3 months before the beginning of next semester.
- Recommendation should be submitted in the prescribed form (Annexure-III)
- The recommendation forms will be submitted to the Library.
- Recommendation of duplicate books should be avoided.

2. Checking of Duplication:

- To avoid duplication, each title should be thoroughly checked from the library catalogue, list of ordered books, list of books recently received and from the list of books under technical processing.

3. Details verification & Quotations:

Once it is decided to procure the book then the details of the book like ISBN, Price, Author, edition etc. are verified from the publisher's website. If any detail is not mentioned then the same is filled in the recommendation sheet by library staff. The List is then sent to the empanelled vendors for quotations. Once the quotations are received comparative sheet is prepared. If recommended books are not available with empanelled vendor, then quotation can be received from vendor where it is available subject to approval by the registrar.

4. Approval of Recommended Books: All the recommendations require the approval of the Library Committee, Registrar and Vice-Chancellor

5. Ordering: Book Purchase Order will be placed to the vendor in prescribed format through e-mail and hard copy of Purchase Order.

6. Receipt and Checking of Physical Conditions of Books:

- Before taking the book(s) on charge, physical and general conditions are checked. If defects and damages are noticed the book(s) should immediately returned to the vendor for replacement.
- Details of the book are matched with the recommendation sheet.
- Vendors have to submit the bills in triplicate along with book(s).
- Invoice should be supported by the original purchase invoice of the book as price proof.
- Library gets minimum 20% discount in all cases except Government/ Society Publications. The buyer should try to convince the vendor to offer 20% discount. If the discount offered is nil or less than 20% then he/she has to furnish a declaration that **“Vendor denied to offer any discount/ offered % discount”**.
- Billing should be in the name of MNLU MUMBAI and contain PAN No./ TIN No. of the vendor. He/she has sign on the bill.
- For foreign currency, ROE conversion rates will be provided by vendor with each invoice as applicable.
- Enter details of the book along with accession number in the library software.
- Enter invoice details in the library software.

7. Manual Accessioning:

- Every document added to the library collection will have an Accession Number. This includes all types of documents acquired by the library through purchase. This is a unique number for that document. These numbers are assigned in a bound register called Accession Register.
- After entering the details of book in the Accession Register, library ownership stamp is to be affixed on the verso of the title page.
- Accession number is to be assigned on the title page, secret page of the book and also against each title of the book in the bill.

8. Bill Processing:

- After the accessioning original Invoice and copy of the approval (with highlighted titles) are to be sent to Accounts Section for payment and one office copy has to be maintained in the library.

9. Intimation of new books: Sending new arrival notice to all users of the library periodically.

D) Direct purchase by Faculty/ Research Scholar/ Staff:

Faculty/ Research Scholar/ Staff can directly purchase book(s) for library for their academic use and may claim for reimbursement through library.

The guidelines are as follows –

- Only if the book is not available through the empanelled vendor.
- Book is not available in library/ not in procurement process at least 15 days before the date of invoice.
- Book will be accepted only if it is approved by the registrar
- Book should be a fresh copy and in good condition.
- Price of the book should not exceed the publishers' list price.
- Billing should be in the name of MNLU MUMBAI and contain PAN No./ TIN No. of the vendor. He/she has sign on the bill.
- Library gets minimum 20% discount in all cases except Government/ Society Publications. The buyer should try to convince the vendor to offer 20% discount. If the discount offered is nil or less than 20% then he/she has to furnish a declaration that **“Vendor denied to offer any discount/ offered % discount”**.
- The document, bill and price proof (if price is not printed on book) should be submitted maximum within 30 days of the date of purchase.
- Exchange rate should be charged as per ROE Rates as applicable for the date of purchase order.

Purchase of reference books: Library should be formed every year to scan the list of reference books received from the various departments and get it approved from the Library Committee.

Technical Section

A) Classification:

There are two purposes of classification of documents:

1. To help the user to find a document whose call number he/she knows;
 2. To find out all documents on a given subject together.
- **Classification Schemes:** Dewey Decimal Classification (DDC) is being used for books classification.
 - **Book Number:** For book number three alphabets of Main entry heading, followed by first letter of title separated by a hyphen. (E.g. CHI-A)
 - Write the Class Number, Book Number, and Collection Number like, 'H' for Hindi collection, 'R' for reference and 'T' for textbook on the back of Title page.

B) Cataloguing:

Bibliographic details of each book are entered into Cataloguing Module of library software according to **AACR2 Standards**. For complete bibliographic details the different parts mentioned below of the books can be entered:

1. Cover Title: Printed on the original cover of the document
2. Sub-Title: Secondary or explanatory title following the main title
3. Author: A person or a corporate body or an institution responsible for its existence
4. Editor: A person who collects and puts together the writing of the several authors
5. Imprint: Place of Publication, Name of the Publisher and Date of Publication
6. No of Pages
7. Price
8. Invoice No & Date
9. Vendor

Circulation Section

A) Introduction: Circulation Section handles the front desk operations of the library and an important section because it is the first contact point for users of the library. Qualitative functioning of Circulation Section leaves a lasting impression on the user. Major Activities of the section are:

- Registration of new members.
- Issue and returns of Learning Resources.
- Attending the Users' query for effective interpretation of library rules and regulations.
- Library resource organization and maintenance of books and other documents.
- Collection management and development, selection of books for weeding out.
- Maintenance of record related to book(s) lost and paid by the library users.
- Granting permission to use the library to outsider.
- Maintaining statistics related to circulation including membership.
- Sending reminders for overdue documents to users.
- Issuing No Dues certificate to users.
- Library orientations to new members, casual and special visitors.
- Updating data for OPAC
- Import/Export of students data to library software for library membership.
- Assisting the users for using library catalogue.
- Managing counter operations during Weekends.
- Entry & Exit in visiting muster

B) Membership:

- All the students, faculty members and staff of the University are entitled for the membership of the Library.
- The library membership can also be availed by the Guest faculties and out-source persons.
- Those who wants to become member is required to fill up membership form.

Total number of books to be issued to a library member are as follows:

User Category	Maximum no of Books to be issued	Max Period	Overdue Fine (1st 3 days after due date)	Overdue Fine (from 4th day after due date)
L.L.B	3	7 days	Rs. 2/- per book per day	Rs. 5/- per book per day
L.L.M	4	7 days	Rs. 2/- per book per day	Rs. 5/- per book per day
PhD.	5	7 days	Rs. 2/- per book per day	Rs. 5/- per book per day
Faculty	10	One Semester	Nil	Nil
Visiting Faculty	5	30 days	Nil	Nil
Non-Teaching	2	15 days	Nil	Nil

Note: For Moot Competitions reference books may be issued only after due permission from faculty in charge and librarian. Maximum 10 books will be issued for moot competition. Students should mention in their application the number of days they will require the books for moot. After the said date fine will be applicable as per above fine structure.

C) Returning of Books

- While returning books to the library, members should ensure that their borrowed documents are duly removed from their account.
- Request of renewal will be considered if there is no reservation for those books.
- Books are to be presented physically for renewed
- Book can be recalled anytime in case of urgent demand.
- System generated reminder is sent to the borrowers before due date. But non-receipt of reminders is no reason for returning book late.
- If student do no return the books after 3 reminders, the borrowing facility may be withdrawn for one month.
- Absence is not acceptable excuse for exemption from library overdue charges. Only institute holidays are left out of reckoning.

D) Returning of Reference Material

Reference Material consists of CD's, Dissertations, Encyclopedias, Dictionaries, Bound Volumes of Journals, books labeled as Reference Material.

Reference Material is to be pursued in Library Only.

Librarian is authorized to declare/hold certain books as reference material according to the demand. These books may not be labeled as Reference material.

Reference books/magazines can be 'short issued' for photocopying for one hour. Delay in returning reference material will entail fine of Rs. 50/- per hour.

E) Returning of Magazines

Student can borrow non bound issues of back dated periodicals.

Magazines are normally issued for 3 days.

No renewal is permitted.

F) Loss of Library Material

Members are responsible for the books/ magazines issued to them. Loss of any book should be immediately reported to Library by an email. Member has to replace the lost book with overdue charges (if any). The cost of lost book will be based on current market price of the book. Payment for lost Library material should be made in the accounts section.

G) Issue/ Return Procedure:

1) Check-out/ Check-In/ Renewal

- User will bring the selected books along with his/her Library id card, to the circulation desk.
- After verifying library ID card of the user the Circulation staff will Check- out the book(s) and enter the details in register/Software.
- For Check-in, user will bring books to the circulation desk and the Circulation staff will return them from user account.
- All Students, faculty and staff members can use library facilities by showing Library cards issued by the University and same will be used for getting issue of books.
- Each member has to produce his/ her library Card at Circulation Counter to issue documents.
- Membership account of the borrower is not transferable.
- Member is fully responsible for due on his/her account.

- The Librarian has the power to cancel the membership or refuse the entry/admission of any member who violate the rules and regulations of the Library or involve in any kind of misconduct.
 - Library material to be handling with utmost care. Member should not write damage or make any mark on any of the Library material. If found strict action will be taken
- 2) **Documents that can be borrowed:** General books can be borrowed by all eligible members as per their entitlements.
 - 3) **Documents that cannot be borrowed:** Reference Books, Theses, CDs and loose issues/bound volumes of periodicals will not be issued.
 - 4) **Reservation of the Documents:** Library adopts manual system of book reservation. Contact Membership Counter/ Circulation Counter for reservation of the book(s).
 - 5) **Theft/ Misuse of Library Resources:** The theft or abuse of library resources like books, journals, reports, theses, and dissertations will be viewed very seriously. Each case will be examined and matter will be reported to the higher authorities.

H) No Dues Certificate:

- The No Dues certificate form is issued by Academic Department before commencing END Semester examination or after expiry of membership. It is responsibility of every member to take the clearance from Library.
- An employee can get “No Dues Certificate” for resignation/relieving only after fully clearing his/her library account.

Serial No	Database Name	Link
1	SCC Online	https://www.sconline.com/web-edition
2	HienOnline	https://heinonline.org/HOL/Welcome
3	Manupatra	https://www.manupatrafast.com/ (ID – mnlumum) (Password – mnlu@temp)
4	Oxford Competition Law	http://oxcat.ouplaw.com/
5	Oxford Constitutions of the world	http://oxcon.ouplaw.com/home/OCW
6	ORIL - International Criminal Law	http://opil.ouplaw.com/home/ORIL
7	ORIL - International Human Rights Law	http://opil.ouplaw.com/home/ORIL
8	ORIL - International Investment Claims	http://opil.ouplaw.com/home/ORIL
9	ORIL - International Law in Domestic Courts	http://opil.ouplaw.com/home/ORIL
10	ORIL - International Law in European Courts	http://opil.ouplaw.com/home/ORIL
11	ORIL - International Trade Law	http://opil.ouplaw.com/home/ORIL
12	OLRL - Financial and Banking Law	http://olrl.ouplaw.com/home/FBL
13	OLRL - International Commercial Arbitration	http://olrl.ouplaw.com/home/ICMA
14	OLRL - International Commercial Law	http://olrl.ouplaw.com/home/ICML
15	OLRL - Private International Law	http://olrl.ouplaw.com/home/PRIL
16	Investment Claims	http://oxia.ouplaw.com/home/ic
17	Proview (E-books)	https://proview.thomsonreuters.com/library.html?sponsor=ereaderr-1#/library
18	Westlaw	https://login.westlawindia.com/maf/wlin/ext/app/toectomy?stnew=true&sttype=stdtemplate&sp=inmnlum1-1
19	Taxmann	https://www.taxmann.com/index.aspx#
20	Kluwer	www.kluwerarbitration.com

	Arbitration	
21	Kluwer Competition	www.kluwercompetitionlaw.com
22	JSTOR Full package	https://www.jstor.org/
23	LexisNexis	https://advance.lexis.com/firsttime?crd=6a8874b4-ca43-4d8e-bcae-b79ddec21a

Facilities/ Services under Library

A) Computerized services

The Library has automated most its services and activities through “WEB OPAC”. This gives search facility to the Library resources. Automated circulation system has facilitated fast and efficient service at the issue counter. Reminders, recalls, renewals etc., are being attended through the system.

B) Book Lending

Book Lending was explained in detail under “Borrowing Facility”.

C) Online Access to E -resources

The Library has subscribed to various national and international databases. The list of these databases and links to access them are attached below

D) Reference Service

The Library provides personalized short range and long range reference services for its users.

E) E-resources

The Library has subscribe to online and offline database and e-books. The list of URL is given below:

F) E-books:

E-books can be accessed at <https://proview.thomsonreuters.com/library.html?sponsor=ereaderr-1#/library>.
EBCReader:<https://www.ebcwebstore.com/login?service=webreader>

Serial Section

Introduction: Periodicals and serials are essential for study and research as the articles published in them are the primary means of communication for the exchange of scientific information.

A) Policy:

- It is imperative that all such periodicals containing information relevant to the study and research of the University should be subscribed to the library.
- Review all subscription after every year.
- Journal Recommendation Form or suggestion for deletion of journals will be entertained if duly forwarded by concerned Heads of the Departments/ Centres/ Programmes.
- Any new serial recommended by the Department/ Center and costing less than Rs. 1000.00 per annum may be added for subscription without dropping any existing title.
- Wherever possible, subscription of print journals will be done through vendor/publisher.
- The selected vendor/publisher has to sign an agreement with the University, to supply the current journals.
- The same vendor may be repeated for three consecutive years based on the assessment of service quality and upon the approval of the higher authority.
- A priority list of core journals should be prepared and a special grant should be allocated to library to purchase the archives of few titles every year.
- Additional requirement of serials, if any, should be met through the resource sharing among the others and nearby libraries.

B) Selection:

- The process of periodical acquisition begins with the selection of the title(s) with the arrival of a recommendation duly forwarded by Head of the Departments/ Centers/faculties /students. After receiving recommendations from various departments/ centers, a consolidated list of all periodicals is to be prepared with all bibliographical details such as current subscription rates, publishers' addresses, periodicity etc and placed before the Library Committee for consideration.
- The Library Committee scrutinizes the list and recommends the new titles to be subscribed for the next year within the limit of the budget allocated for the subscription of periodicals.

C) Renewal Process:

- The process of renewals should begin at least four months in advance (September) so that by November end all the renewals are done and the subscription is continued without any discontinuation in issues.
- The list of journals to be renewed for the next year calendar year will be circulated through email among the various Departments/ Centres for any new recommendation/addition/deletion.
- If no response received by the library within one month from the date of circulation of the email, then the existing journals will be placed to the Library Committee for renewal.

D) Subscription to Online Databases/ Journals:

1) Policy

- Both print and online version of journal is preferred to satisfy the users.
- Paid online access to journals is subscribed where the publisher does not have free complementary access to online version.
- Selected online databases (bibliographic and full text) are also subscribed for users.

2) **Evaluation before Subscription:** Online databases are expensive resources. These are evaluated properly before subscribing. Following procedures are followed before subscribing to Online Databases:

- Identify the need
- Ask for a Trial Access
- Publicize the availability of resource on Trial
- Analyze the Usage statistics
- Make a cost benefit analysis by considering all relevant facts
- Organization of presentation to the users
- Feedback from all the Departments/ Centers
- Put up for approval (following minimum 3 quotation system)
- Convene the Library Committee for negotiation and conclude the deal

- 3) **Negotiation:** Negotiation plays a vital role in deciding the pricing factors. Purchase Committee try at its level best to enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk-in-users, usage statistics, concurrent access, etc.

There are no standard/ uniformly acceptable terms that are yet to be established in this area, as this is almost new and challenging field. Large opportunities exist in this area for negotiation with the publishers/ resource providers and arrive at win-win situation. Involvement of Purchase Committee is always must to negotiate price and terms and conditions for electronic databases/journals.

- 4) **Ordering:** Journals renewal and subscription order will be issued to the approved vendor by the Librarian/In charge.

- 5) **Invoice:** Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.

6) Receipt and Access of Journals:

- Ensure that the items received are as per the order in case of print format.
- In case of electronic format ensure that access is enabled to the desired resources.
- Enter (Print issue) in the library management software.
- Stamp the print issue.

- 7) **Display of Current Issues:** Make sure that the current issues of titles being subscribed in print format are display in alphabetical order.

8) Reminder for Missing Issues:

- For Weekly and Bi-monthly Journals: Once every month
- For Quarterly/ Bi-annual Journals: Once every two months.

9) Replacement of Missing Issues:

- Replacement copy, or
- Publisher certified and reproduced copy, or
- Refund in the form of credit note, or extend the subscription period.

- 10) **Bound Volumes:** Binding of journals has been done on the approved rates as per the standard specification followed in all libraries. All journals procured in print format are goes through the binding process at the end of the

calendar year. The bound volume assigned

Accession number and kept for future reference. They are also entered in the library management software. These are arranged in alphabetical order in the bound volume area.

11) **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:

- Journal Subscription Registers
- Bills Register
- Subscription Orders
- Approvals

Computer Application Section

Computer Infrastructure Usage Policy:

Library endeavors to provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use. The library follows the usage policy approved by the Library Committee of the University which is given below.

Guidelines for Using Computer Infrastructure:

- Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited. Users may share the required files through sharing software in proper way.
- Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
- Transferring copyrighted materials to or from the Library system without express consent of the owner is a violation of law. In addition, use of the internet for commercial gain or profit is not allowed from an educational site. If done so, it will be sole responsibility of the user.
- Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on MNLU Library facilities, or on individual machines connected to the MNLU Library network, is strictly prohibited.
- Recreational downloads and peer to peer connections for recreational purposes are banned.
- Users are expected to take proper care of equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
- Playing of Games in library computers or using University facilities is strictly prohibited. Internet chat is also banned. Any use whatsoever except for academic development is restricted in the University premise.
- Display of offensive material (either on computer screens or through posters etc.) is strictly prohibited and serious action will be taken against offenders.

- Violations of policy will be treated as academic misconduct, misdemeanor, or discipline as appropriate. Depending upon the nature of the violation, the Librarian may take an action by issuing a warning through disabling the library privileges. In extreme cases, the membership may be completely terminated and/ or the user prohibited access to IT facilities at MNLU, and/ or sent to the University authorities.
- The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices, or through the news groups

Stock Verification & Procedure to Write Off Documents

Introduction: 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.

A) Periodicity: Complete physical verification of books should be done every year in case of libraries having not more than twenty thousand volumes. For libraries having more than twenty thousand volumes and up to fifty thousand volumes, such verification should be done at least once in three years. Sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes. In case such verification reveals unusual or unreasonable shortages, complete verification shall be done.

B) 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 up to late evening and weekends with the help of skeletal staff to serve the academic community of the University. The following guidelines are provided by the Government of India regarding inevitable loss of library documents:

- Loss of 5 volumes per 1000 volumes issued and/or consulted in a year may be taken as reasonable.
- Loss of a book of a value exceeding Rs. 1,000/- (Rupees One thousand only) and rare books irrespective of value shall invariably be investigated and appropriate action taken.
- 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.
- 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 Library Committee which shall decide whether the books mutilated/damaged/obsolete are not fit for further use.

C) Preventive measures:

Some preventive measures are listed below.

- Follow closed access to the rare books and specialized collections.
- The exit/entry to the library be monitored.
- Sealing of windows, adequate vigilance in the stack room(s), provision of adequate lighting, and use of electronic or magnetic gadgets for detection of the theft, closed-circuit television monitoring system, implementation of RFID Application, RFID Smart card to Library users can be adopted.

D) 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 Director 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 Director.
- Make necessary entries in the accession register, write-off register, assets register, etc.
- Remove records from databases /update write-off record.
- Close file.
- Improve the system with additional precautionary measures.

E) Weeding Out:

- 1) **Identification:** Weeding out of the outdated and unwanted publications should be done as

and when needed on the recommendations of a sub-committee constituted for this purpose. The following guidelines should be followed:

- Multiple copies of old textbooks that are not being used for past ten years may be weeded out retaining one copy of each title.
- Old editions of encyclopedia and other reference works may be weeded out especially if their older versions are available in CD ROM.
- Unusually mutilated books that are beyond repair may be restored by scanning them or any other means available (only after referring Copy Right Act).
- Print versions of standards may be weeded out if the library acquires them on electronic media.

2) Process: The library staff deputed for this work should scan the publications, section by section, following above guidelines and identify publications that may be considered for weeding out. These publications may be kept separately until final decision. Subject-wise list of such publications be prepared and should be circulated to all Departments/ Centre of the University.

3) Disposal:

- Send the list of discarded publications to Departments/Centres who may like to have the discarded publications for its departmental library.
- Post the remaining publications list on University website for the benefit of other Universities. The discarded publications may be sent to these Universities on first come first served basis.
- Postal expenses would be incurred the University who desires these discarded publications. Offer to the faculty, students and staff (strictly in this order) on first-come-first served basis. A token charge as approved by the Library Committee per book may be taken from the buyer(s). Sufficient time may be provided to faculty/ students before discarding the books.
- The publications that could not be disposed off in steps mentioned above or ephemeral and unwanted material received free of charge from time to time may be destroyed by pulping through papers mills or disposed off as waste paper following the University procedure for such disposal.

F) Maintenance of Library Resources

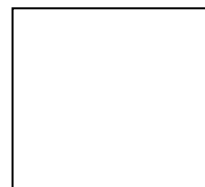
Introduction: It is essential that each acquired document in the library should be kept physically fit for use by the user as well as by the library staff. Proper care must be taken otherwise they may get damaged very soon. Document maintenance includes shelving, dusting and cleaning, preparation and maintenance of guides and location charts, shifting and rearrangement, shelf rectification, maintenance of shelf-list and catalogues, stock verification, binding, preservation, care and weeding out of documents.

To save the time of the users as well as staff documents in the library should be arranged in a logical order. Reference documents should be arranged in a separate room, and currently received documents should be displayed in the reference collection room. Other collections may be arranged in such a way that they should meet the needs of the users. Proper dusting and cleaning of documents should be done on a regular basis. Guides should be put at different places in the library so that users can have access to different parts of the library, like reference room, periodicals room, circulation counter, photocopying room, audio-visual room, book stack, etc.

List of Library Forms

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Library Membership Form



* (Make all the entries in capital letters)

1. Enroll/ P.F. No. : Designation:
2. Name: Sex: Male/Female
3. Date of Birth: Date of joining:
4. Department:
5. Present address:
..... Mobile:
- Tel. No. : E-mail ID:
6. Permanent/ alt. address:
.....
..... Alt. Mobile:
- Alt. Tel. No. : Alt. E-mail ID:

I do acknowledge that I have gone through the Rules and Regulations of the library and do hereby agree to abide by the same and the modifications/amendments as and when required.

Signature of the Member
Date:

Signature of the H.O.D.
Date:

Signature of Librarian
Date:

Library Membership Form (Guest Faculty, Outsource, Project, etc.)

** (Make all the entries in capital letters)*



1. Employee Code : Designation:
2. Name: Sex: Male/Female
3. Date of Birth: Date of joining:
4. Department:
5. Present address:
.....
- Mobile: Tel. No. : E-mail ID:
6. Permanent/ alt. address:
.....
- Alt. Mobile: Alt. Tel. No. :
- Alt. E-mail ID:

I do acknowledge that I have gone through the Rules and Regulations of the library and do hereby agree to abide by the same and the modifications/amendments as and when required.

Signature of the
Member
Date:

Signature (Head of the Dept.)
Date:

Signature of Librarian
Date:

Books Lost / Damaged Report Form

USER INFORMATION:

Roll No. /Employee Code: _____	Course/Dept.: _____
Name of Member: _____	Branch: _____
E-mail: _____	Mobile: _____
Date Reported: _____	Signature: _____

LOST/DAMAGED ITEM INFORMATION:

Accession No.: _____	Call No.: _____	Due Date: _____
Book Title: _____		
Author(s): _____	Edition: _____	
Publisher: _____	Year: _____	

PLEASE TICK MARK (✓) APPROPRIATE OPTION:

BOOK REPLACEMENT <input type="checkbox"/> I will replace the lost book with an identical book (title, edition, year, etc) within 15 days of the date reported. Signature: _____
PAYMENT FOR LOST BOOK OR BOOK DAMAGED BEYOND REPAIR <input type="checkbox"/> I will pay the penalty as per library rules within 07 days of the date reported. Cost: _____ Ex. Rate _____ Dt. of Acquisition _____ No. Years: _____ Recovery Amt. (Rs.) <i>(To be determined by Library)</i> Signature: _____
PAYMENT TO RECTIFY DAMAGE TO THE BOOK <input type="checkbox"/> I will pay for the cost to rectify damage to the book within 07 days of the date reported. Cost to rectify damage _____ Signature: _____ <i>(To be determined by Library)</i>

OFFICE USE ONLY:

Library staff may please be tick mark (✓) appropriate option and give details:	
<input type="checkbox"/> PAID	Paid Amount (Rs.): _____ Receipt No. : _____ Date: _____
<input type="checkbox"/> BOOK REPLACED	with same edition. If edition or year differs then give details below:
Library Staff Signature with date: _____	
Library Staff Name _____	I/c (Circulation)

Vendor Registration Form (Journals)

Sl. No.	Item
1.	Name of the Agent/Vendor Complete Postal Address with Tel. No./ Mob. No./FAX/ E-Mail
2.	Annual Turn Over (last three years) PAN No. TIN No. RTGS/ NEFT
3.	Income Tax Return proof (latest three)
4.	Name of Publishers, whom you represent as (Attach list) i. Exclusive Agent ii. Preferred Agent
5.	Whether affiliated by “The Federation of Publishers & Booksellers Associations in India”
6.	List of Five most important Academic/Research Libraries who are your customers (Attach at least two letters from the Librarians regarding satisfactory supply)
7.	How much time you will take in supply of journals to the institute from date of publication.
8.	Certificate of successful execution of single order (worth more than 10 lakh) in respect of institutions where executed (Attach copy of orders)
9.	Name the preferred postal/courier service for the supply of print journals
10.	Library expects that all payment to the publisher would be done by electronic transfer at your own cost. Do you agree?
11.	Discount in % offered over publisher price and any other notable service offered by your firm (without affecting service quality)

Declarations:

I/We (Name of the partners/ proprietors) do hereby declare that the entries made in this application from are true to the best of my/our knowledge and that I/We shall be bound by the acts of the duly constituted authority.

Mr. Designation..... Whose Signatures are given below is an authorized representative of the firm.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution of working of the firms, affecting the accuracy of the facts stated above.

I/We also agree to the terms and conditions for supply of the journals to MNLU Mumbai.

Place:

Authorized Signatory

Date:

Firms' Seal

Journal Agreement Format

This journal subscription agreement executed on __ __ 20 between the VC/**Registrar, Maharashtra National Law University Mumbai** (herein after referred as MNLU MUMBAI) on the first part.

AND

(Herein after referred as the vendor) on the second part.

Whereas MNLU **Mumbai** placed order to the vendor (**No. MNLU/LIB/JOURNAL-SUBS/____** **Dated _____**) to renew and supply the current journals for the calendar year 20 or the period as registered in the publishers' record for each individual title and whereas the vendor has agreed to supply the journals to MNLU MUMBAI The agreement is valid till the complete supply of the journals ordered to the vendor and mutual settlement by MNLU MUMBAI and vendor.

Now it is hereby agreed and cleared by both the parties here to as follow:-

1. Subscription:

- a. Vendor will subscribe the journals on behalf of MNLU MUMBAI from its own fund within two weeks from the date of the receipt of the confirm purchase order and submit invoice for reimbursement along with proofs of remittance, bank exchange rate, price and other relevant documents.
- b. Vendor has to enter the subscription in the name of MNLU MUMBAI in the record of the respective publisher and issue customer ID to MNLU MUMBAI
- c. Vendor will charge according to the publishers' subscription rate applicable for the calendar year 20__ or the invoice issued by the publisher. The vendor must charge accordingly wherever concessional rates are available or applicable.
- d. The invoice submitted by the vendor for reimbursement must contain the title, publisher, ISSN, subscription period, subscription mode (only print/ print + free online/ print + paid online/ only online).

- e. If the vendor fails to subscribe for any title(s) for whatsoever reason within the stipulated period the order stands cancelled automatically and in that situation MNLU MUMBAI is free to procure such title(s) from other sources.
- f. All journals are to be subscribed for the calendar year 20__ or a complete volume as specified in the order strictly. This includes all issues and supplementary volumes, if any published during the subscription period.
- g. In the absence of satisfactory proof and regular follow-ups, the vendor will be responsible to replace the missing issues. Visit of the representative of the vendor would be a condition so that there is a continuous interaction between the vendor and library, MNLU MUMBAI for monitoring the supply position and services being rendered by the vendor.
- h. The vendor will provide Customer No. as well as proactive help to MNLU MUMBAI to enable access to electronic journals. Copy of the letter sent to publishers indicating IP ranges, e-mail address and MNLU MUMBAI domain sent along with the payment should be submitted to The Vice-Chancellor , MNLU MUMBAI,

2. Payment:

- a. The vendor will make payment from their own source on behalf of MNLU MUMBAI for all the journals ordered to supply. The payment should be remitted via Wire transfer/Electronic processing wherever possible. Afterwards the vendor will raise bills along with the proof of remittance for the amount paid along with the proof of bank exchange rate prevailing on the date of remittance of the subscription amount to the publisher concerned. Such bills will be accepted for payment against production of bank memo for verification of conversion rates charged in the invoice.
- b. The vendor has to submit valid FDR (must be issued in the name of the vendor) equivalent to the 10% of the total cost of the journals from any nationalized bank in India as security deposit.**
- c. Price of the foreign journals available in more than one currency should be billed in the currency by which the converted cost is lowest in Indian rupees or applicable for India.
- d. The MNLU MUMBAI will check the bills/ invoices, relevant documents in support of remittance, bank exchange rate for foreign currency conversion etc. and pass the invoices for reimbursement to the vendor at the earliest.
- e. MNLU MUMBAI will reimburse the vendor only in Indian currency.
- f. The vendor will submit the acknowledgement received from the publisher to the MNLU MUMBAI within four weeks of payment.

3. Delivery of Journals:

- a. The vendor will acquire all the print issues of the journals on behalf of MNLU MUMBAI from the respective publisher and supply without any additional cost maximum within six weeks of the date of publication of the issue. MNLU MUMBAI will bear only the postage charge levied by the publisher. The journals must be supplied through surface mail only.
- b. The vendor is responsible to follow-up to the publisher for the issues which are delayed and not received from the publisher within the expected time of delivery, with due intimations to the MNLU MUMBAI. The vendor shall also provide monthly status report on the supply position and also as and when required by the MNLU MUMBAI.

4. Missing issues:

- a. The vendor will monitor claims for missing issues of journals, if any and arrange to provide replacements within a reasonable period.
- b. If the missing issues are not supplied within the reasonable period, the vendor will refund the proportionate cost in lieu of the missing issues.
- c. MNLU MUMBAI has right to recover the cost of missing or unsupplied issues from the FDRs deposited by the vendor as security.

5. Delays in Vendor's Performance:

- a. The journals must be supplied to the MNLU MUMBAI within a period of six weeks (maximum) from the dates of their publication. If, at any time during the period of contract / agreement, the vendor encounters conditions impeding timely delivery of the journals, the vendor shall promptly notify MNLU MUMBAI in writing regarding the cause of the delay and its probable duration. As soon as practicable after receipt of the vendor's notice, MNLU MUMBAI will evaluate the situation at its discretion, extend the vendor's time for supply of the delayed journals or take any other appropriate action.
- b. If MNLU MUMBAI observed that the delay in supply occurred due to the negligence of the vendor despite of timely intimation, then the vendor is liable to refund the full/ proportionate cost of the unsupplied issues plus 10% penalty if the supply period exceeds six months beyond the date of publication.
- d. The supply period can be extended in case of late publications or misplaced in transition or due to some other genuine reasons acceptable to MNLU MUMBAI.

6. Termination for default:

- a. MNLU MUMBAI may, without prejudice to any other remedy for breach of the contract/agreement/supply order, by written notice of default sent to the vendor, terminate the contract/agreement in whole or part if the vendor fails to deliver or arrange to deliver the journal issues within three months from the dates of their publication, or within any extension thereof granted by the MNLU MUMBAI.
In such case(s) of termination, MNLU MUMBAI will not take any responsibility for the costs incurred by the vendor for the supply of the undelivered journals, which are covered under the termination and no payments will be made for recouping such costs.
- b. In case of termination of the contract/ agreement in whole or part by MNLU MUMBAI due to poor supply/ service, the vendor must refund the amount of missing issues/ unsupplied issues paid in advanced within one month of the date of termination.
- c. In the event, MNLU MUMBAI terminates the contract/ agreement/ supply order in whole or in part, MNLU MUMBAI can procure the undelivered journals through any other vendor upon such terms and in such manner, as it deems appropriate. However, the Vendor shall continue to supply other journals ordered with it, which are not covered under the termination.

7. Online Activation:

- a. The vendor has to inform MNLU MUMBAI about the activation of free/ paid online access of the foreign/ Indian journals. The vendor would also inform about any complementary/ supplementary journals/ issues due to MNLU MUMBAI along with subscribed titles during the subscription period.
- b. Free/ paid online access to journals where ever applicable with the print order has to be IP authenticated on the following ranges of IP address of Maharashtra National Law University Mumbai
- c. Activation of online journals has to be done by the vendor without charging any additional service charges. The vendor is also responsible to restore the access if there is any addition or change in IP ranges upon immediately informed by MNLU MUMBAI In case, the vendor failed to provide online access within 45 days from the date of payment, MNLU MUMBAI has a right to impose a penalty of 2% of the subscription cost where the online access is free and 10% where the online access is paid.

- d. In case of perpetual access the vendor is liable to co-operate MNLU MUMBAI to restore the access even if the vendor doesn't have any business with MNLU MUMBAI in future.
- e. The vendor will provide all the facilities of subscription model/ license agreement with the publishers wherever applicable.

8. General:

- a. The vendor has to enter into an agreement with the Vice- Chancellor Maharashtra National Law University Mumbai on a non-judicial stamp paper of Rs. 200.00, the cost of which has to be borne by the vendor itself.
- b. Vice- Chancellor Maharashtra National Law University Mumbai reserves the right to accept or cancel/ reject any or all items of the order at any stage without assigning any reason. Decision of the Vice-Chancellor, MNLU MUMBAI on any dispute related to this deal shall be final and binding.
- c. In the case of any dispute or misunderstanding arising out of this agreement, the decision of Vice-Chancellor, MNLU MUMBAI shall be the final and binding to the vendor including fixing of penalty for any violation of this agreement.
- d. All matters and disputes related to journal subscription are subject to legal jurisdiction of honorable High Court, Mumbai.

I agree to abide by all the Terms and Conditions mentioned above.

Vice-Chancellor /Registrar, MNLU MUMBAI

Vendor

(Seal and Signature)

(Name, Seal and Signature)

Signed in the presence of

Signed by the above
named vendor in the
presence of

Signature of the witness and address
address

Signature of the witness and

1.

1.

2.

2.



MAHARASHTRA NATIONAL LAW UNIVERSITY MUMBAI

Book Requisition Form

Name of Indexer					Subject				Date		
	Sr. No	Title	Author	Edn	Vol	Year of Publication	Publisher	ISBN	Qty	Catalogue Price	Textbook/Reference Book/Bare Act
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											

Library/Feedback Form

Dear Users,

I thank you for your continued help and support of the library and its staff. I request you to kindly give us a few minutes of your time for feedback. This feedback will help us to reflect and improve, so please offer us your views. Please tell us about things like whether the collection of books in the library meets your needs, and the overall functioning of the library system. We thank you for your support and your time.

Name:

Key Research Area:

Subjects taken:

PhD:

PG:

UG:

How often do you use the library?

Please tell us how you use library; For Research

(Please check the relevant head) For Teaching

To update own knowledge base.

Are the books in the library, sufficient to meet the needs of your research area? Yes..... No.....

Are the books in the library, sufficient to meet the needs of your subject? Yes..... No.....

Are the books in the library, sufficient to meet the needs of your students? Yes..... No.....

Please suggest the names of the books you think should be added to the existing Library collection:

For Key Research Area & Subject	For Teaching	Any Other
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
	Adequate.....	Inadequate.....

Are the Journals available in the library, sufficient to meet the specific needs of your research area?

Are the Journals available in the library, sufficient to meet the needs of your subject?	Adequate.....	Inadequate.....

Please suggest the name of the Journals you think should be added to the existing library collection?

For Key Research Area & Subject	For Teaching	Any Other
1.	1.	1.
2.	2.	2.
3.	3.	3.

Do you find the online catalogue of library is user friendly to search for books, journals, theses etc.?
If No, then please give suggestions

adequate to search for books, journals, theses, etc.
If No, then please give suggestions

Do you find the library cataloguing system

Please also give us your views and suggestions for improvement on the following areas:

- a) Reference Section
- b) Reading Room
- c) Issue / Loan Facility
- d) Stacks and Collections
- e) Ease of Use and information displays
- f) E-Journals and access of scholarly material on the WWW
- g) Any Other?

Name & Signature

Journal Recommendation Form

No – MNLU /LIB/JR/20__ - __ / _____ Dt.- _____ (for library use)

(Faculty/Staff): _____ Name
Signature: _____ Dt.: ____/____/20__Dept.: _____ Signature
(H.O.D./Guide): _____**Note: 1. All the entries must be accurate & legible.**

2. Submit on or before 30th Nov. every year.
3. Subscription will be considered depending upon the priority/ fund availability/ special approval.
4. Default subscription period is next calendar year.
5. Applicable for current subscription only.

*All the entries must be legible.

Sl. No.	Journal/Magazine Title (with ISSN)	Publisher	Frequenc y /Year	Vol. & Issue	*Subs. Mode (P+O /P/O)	Subs . Cost
1.	ISSN:					
2.	ISSN:					
3.	ISSN:					
4.	ISSN:					
5.	ISSN:					

*P+O - Print+Online P - Only Print O – Only Online

Lib. Asstt.
I/c (Serial)

Librarian

HoD

Approved

Vice-Chancellor



**MAHARASHTRA NATIONAL LAW
UNIVERSITY MUMBAI**

**Contract for supply of books to
MNLU Mumbai Library**

Instructions and Terms & Conditions for vendors(s)/suppliers(s)/distributor(s), are as follow:

General

- a. This empanelment will be valid initially for **two years** and may be extended up to **5 years**, but one year at a time depending upon satisfactory performance of the empanelled vendor(s)/supplier(s)/agent(s)/distributor(s), at the sole discretion of the University.
- b. Library, MNLU Mumbai reserves the right to add and/or drop any vendor to/from its empanelled list, and/or to place purchase order(s) with any vendor(s) at any time, with the approval of Competent Authority.
- c. Vendor has to deposit Rs10, 000/- as a security deposit which will be refunded after the end of the contract. There would be a penalty of Rs.5000/- for every occasion of delay in supply of books by 15 days or more from agreed date of delivery. This security deposit will be adjusted for this purpose and further orders would be only if this is recouped.

Pre-Order enquiry

- a. The list of books to be procured will be uploaded on University website. The Library will send an email to empanelled vendors for quotation of books uploaded on website.
- b. The empanelled vendors have to respond with the details inquired for, within three (03) working days from the date of receipt of email.
- c. All the details inquired for must be provided. If any field is left blank, the response will not be considered.

Purchase Order

- a. Purchase Order will be issued by Library with all the Terms & Conditions mentioned in it.
- b. The Purchase Orders will be issued to selected vendors based on the criteria decided by Library.
- c. Supply of books has to be made strictly against the purchase orders only. Vendors need to strictly adhere to these Terms & Conditions in Purchase Orders.
- d. Sending an acknowledgment of the receipt of purchase order, which is taken as an acceptance of the purchase order, is mandatory, by Email only

Supply Time

- a. The turnaround time committed by the vendor at the time of pre-order inquiry is considered in the first place. Otherwise, 5-6 weeks and 10-15 days for Foreign& Indian publications respectively is the set, general maximum time-frame for meeting the supply.
- b. If the requested title(s) is “Out of Print” (OOP), “Out of Stock” (OOS) or “Print on Demand” (POD), sufficient valid supporting documentary proof should accompany with the request letter for extension of time.
- c. In case of titles that are not supplied, a certificate of non-availability of those titles in the market from the publisher/publisher's distributor/stockiest should be furnished within the due date of supply.
- d. In case there is a delay that is foreseen in supply, the concerned empanelled vendor should send a request for extension of time with reasons and proof for delay in supply, at least, five (05) working days before due date of supply. Competent Authorities decision would be final to provide extension or cancel the order.
- e. If the provided reason for delay is justified with adequate proof e.g., communication from publisher/publisher's distributor or stockiest, the Library may or may not consider extension of time as may deem fit.
- f. If the request for extension of time is not approved by competent authorities, the amount Rs.5000 will be deducted for security deposit as mentioned in para ‘c’ of general T&C.
- g. The supply should be free of freight charges.
- h. Supply must be made either by Postal Services or Courier Service only.
- i. Every supply should be accompanied by a delivery challah, clearly bearing the details of the items and titles in supply and their quantity.
- j. Single invoice (3 copies) should be sent for one Purchase Order once the order is completed. Multiple invoices for single Purchase Order will not be accepted. Additionally, the titles in invoice should be according to the serial no’s in Purchase Order.

Condition for cancellation of released Purchase Order

If the empanelled vendor(s) to whom the order has been placed, fails to supply the entire order or any part of the order thereof, within the stipulated time without sending any written communication and proof to the Library regarding delay or his inability to supply the ordered title(s), then the order will stand cancelled and the University reserves the right to

drop the vendor from its empanelled list after providing him one opportunity to represent his case.

The decision of accepting supply of cancelled titles is at the sole discretion of the Library and the decision of the Competent Authority shall be final in this regard.

Edition Specifications

Latest editions of books must be supplied;
By default, paperback editions of books should be supplied (unless specified);
By default, Indian editions of books should be supplied; and

In case of unavailability of paperback and Indian editions, clarification/permission should be sought, preferably by Email, from the Library, regarding supply of the available editions in lieu of the default.

Discount

Flat 25% discount should be provided by vendors for all Indian and Foreign publications. Vendor can offer additional discount at their discretion. But not in any case provided discount should be less than 25%.

In case for any title if vendor is unable to provide minimum of 25% of discount for any title, they should specify the same in their quotation. Decision of the Competent Authority shall be final in this regard whether to accept less discount offered by vendor.

For Government Publications discount may be applicable.

Invoicing Procedure and Conversion Rate

The Invoice should bear the firm's IT PAN.

Pre-receipted invoice(s)/bill(s) are to be submitted in triplicate (3 copies).

A revenue stamp should be affixed on the original bill and should be signed by authorized signatory.

Invoice should be raised in favour of The Registrar, Maharashtra National Law University Mumbai

One invoice should be raised against one purchase order (P. O.) only and as per serial no's in Purchase Order. Titles from different P.O.s should not be combined and supplied under one invoice.

The prices in the invoice should be indicated in original currencies.

If there is increase in quoted price, then the price proof of the same should be attached along with invoice. Decision of competent authority will be final to accept or reject the increase in quote price.

Rate of exchange should be as applicable on the **date of Purchase order** only and should also be clearly indicated on the invoice.

Every invoice should certify the following:

The prices charged in this invoice are the actual, current publisher's prices as billed to us; and are true and correct.

The prices charged are as per the publisher's invoice

The latest editions have been supplied, and they are not remaindered titles.

The books supplied against this order have been checked against defects in collation, binding, and condition of accompanying material viz., CDs etc., and for other physical conditions. If any defects are detected later, the defective books/CDs shall be replaced free of cost, at the destination of supply.

Defective Items & Reverse Pickup: Reverse pick-up of the defective items is the responsibility of the vendor(s) and the charges are to be borne by the vendors(s) only. Reverse pick-up of the defective items must be arranged for, within 30 days of receiving intimation from Library.

Mandatory enclosures with Invoice

A copy of publisher's/distributor's invoice/copy of printed catalogue of the order period, as a price proof.

A currency conversion proof with date.

Every price proof and currency conversion proof should contain seal and authorized signature of the vendor.

Termination of Empanelment

The University shall be at liberty to terminate the empanelment of an empanelled vendor(s)/supplier(s) without any prior notice and drop the said firm from its panel in case of occurrence of any of the following events:

In case of breach of any terms of agreement, or unsatisfactory / inefficient working on the part of the vendor.

If the vendor fails to deliver at least 75% of the supply (in terms of number of titles ordered) during a year.

If at any time, found that the information provided by the empanelled vendor in any form about publications, services and related matters are incorrect and result in losses in any form to the University.

The University shall also reserve the right to claim the amount of loss incurred by the University, based on the available invoices submitted by that empanelled vendor(s)/supplier(s).

The University reserves the right to change or modify or amend or substitute any clause(s) in the “Terms and Conditions”, if required, at any time.

All disputes and differences arising out or concerning the work shall be subject to the sole arbitration of Vice Chancellor, MNLU Mumbai or his nominee. The decision of the arbitration shall be final & binding on both the parties. The empanelment will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of court of law.

First Party - Maharashtra National Law University Mumbai

Add

Seal

Second – M/s.....

Add

Seal