|  |  |  |  |
| --- | --- | --- | --- |
| **8.0** | | **Process / Activity Flow Chart** | |
|  | | **Information Resource Acquisition** | |
| Acquisition of resources  Free resources  Getting recommendation  New books/journals  Resources by purchase  In-house resources  Resource published by other organization  Existing books  Analysis of strength  of collection  Electronic  Print / Electronic?  Print  Receiving from different departments/sections  Getting approval  Journals / others  Other  Enable hyperlink on web portal  Placing of purchase order with  supplier/vendor  Recording in In-house Accession register  Journal  Enter in gift register & display in concerned section  Display in periodicals  Receiving of resources  Recording in register  Access enabled/  Physically good/  Invoice perfect?  Inform the supplier  Physical Verification/  Access activation/  Verification of invoice  Journals (P+E)  Print books  Physical verification & checking of invoice  Pass the bill for payment  Verification of access activation & checking of invoice  E-books      No  Yes | | | |
|  | | **Process / Activity Flow Chart - Information processing (Print resources)** | |
| Accessioned Print Resources  In-house Resources  Books  Journals  Content analysis & determining the subject  Numbering & arranging on the shelves in in-house section  Arranging the journals on labeled shelves in periodical section  Dewey Decimal Classification code  Assigning class number  Cataloguing & identifying metadata elements  Anglo-American Cataloguing Code  Sear’s list of subject headings  Entering metadata elements in OPAC module of LMS and enabling OPAC searching  Arranging the processed books on shelves according to the class numbers | | | |
| Listing on web portal & hyper linking with publishers’ site  E-journals | | **Process / Activity Flow Chart - Information Processing (E-Resources)**  E-books  Book CD--ROMs  Digitized in-house resources  Identification and assigning of metadata elements   * Entering metadata elements into e-book database and linking to publisher’s website * Uploading the contents and entering metadata elements into CD-ROM database * Uploading the contents and entering metadata elements into Digital Repository database | |
|  | | | |
| Identification of misplaced books& replacing them in proper location by the professional staff  Assigning the job to professional staff by LIO | **Information Maintenance (Print Resources)**    Stock verification  Binding  Shelf rectification  Selection of resources for binding and preparation of list  Suspension of book circulation service  Submission of purchase requisition and getting approval  Physical verification  Listing of missing books in the stock verification report  Any missing books? ?missing?  Yes  No  Receiving of bound resources  Handing over of resources to the successful bidder  Inviting of quotation  Effort to trace out the books during next two stock verifications  Submission of report      Bound Journals  Bound Books  Traced out the missing books?  Yes **No** No  Request to write off books  Report to authority      Entering the written off books in Missing Books Register | |
|  | |
|  | | **Book Circulation Service**  Enrolled library users | |
| Book check-in  Submit the book along with the membership card at the circulation counter  Like to renew  Within due date & physically intact? | | Books issue or return?  Return Issue  Get the book from the shelf & submit at the circulation counter along with the membership card  Stack book, Reference book or Literature book?  Stack book  Reference book  No  Pay fine  Literature book  Get issued for 1 week  Get issued for 2 days  Yes  Get issued for 2 week  Yes  No | |
|  | | **Electronic Information Services** | |
| CD-ROMs  E-Books  E-Journals  Enter username & password  Accessing from inside campus?  Digital repository  Search and select the report  Search & select the book CDs  Access denied  Plagiarism  Access denied  Search & locate e-book on e-book database  Search & locate e-journal from the hyperlinked list  Selected a free e-journal/e-book?  Selected e-book/e-journal subscribed by AIISH/NLIST e-journal?  Accessing from inside the campus?  Enter username & password  Open /Download  Open /Download  Open/  Download  Open/ Download  Open & view  YES  NO  AIISH sub  YES  NO  NLIST  NO | | No  Yes  Avail the service | | Yes  **No**  Avail the service |