|  |  |
| --- | --- |
| **8.0** | **Process / Activity Flow Chart** |
|  | **Information Resource Acquisition**  |
| Acquisition of resourcesFree resourcesGetting recommendationNew books/journalsResources by purchaseIn-house resourcesResource published by other organizationExisting books Analysis of strength of collection ElectronicPrint / Electronic?Print Receiving from different departments/sectionsGetting approvalJournals / othersOtherEnable hyperlink on web portalPlacing of purchase order withsupplier/vendorRecording in In-house Accession registerJournalEnter in gift register & display in concerned sectionDisplay in periodicalsReceiving of resources Recording in registerAccess enabled/Physically good/Invoice perfect?Inform the supplierPhysical Verification/Access activation/Verification of invoiceJournals (P+E)Print booksPhysical verification & checking of invoicePass the bill for paymentVerification of access activation & checking of invoice E-books   No Yes |
|  | **Process / Activity Flow Chart - Information processing (Print resources)**  |
| Accessioned Print ResourcesIn-house ResourcesBooksJournalsContent analysis & determining the subjectNumbering & arranging on the shelves in in-house sectionArranging the journals on labeled shelves in periodical sectionDewey Decimal Classification codeAssigning class number Cataloguing & identifying metadata elementsAnglo-American Cataloguing CodeSear’s list of subject headingsEntering metadata elements in OPAC module of LMS and enabling OPAC searchingArranging the processed books on shelves according to the class numbers |
| Listing on web portal & hyper linking with publishers’ siteE-journals  | **Process / Activity Flow Chart - Information Processing (E-Resources)** E-booksBook CD--ROMsDigitized in-house resourcesIdentification 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 staffAssigning the job to professional staff by LIO | **Information Maintenance (Print Resources)**Stock verificationBindingShelf rectificationSelection of resources for binding and preparation of listSuspension of book circulation serviceSubmission of purchase requisition and getting approvalPhysical verificationListing of missing books in the stock verification reportAny missing books? ?missing? YesNo Receiving of bound resourcesHanding over of resources to the successful bidderInviting of quotationEffort to trace out the books during next two stock verificationsSubmission of reportBound JournalsBound BooksTraced out the missing books?Yes **No** NoRequest to write off booksReport to authority  Entering the written off books in Missing Books Register |
|  |
|  |  **Book Circulation Service**Enrolled library users |
| Book check-inSubmit the book along with the membership card at the circulation counterLike to renewWithin due date & physically intact? | Books issue or return? Return IssueGet the book from the shelf & submit at the circulation counter along with the membership cardStack book, Reference book or Literature book?Stack bookReference bookNoPay fineLiterature bookGet issued for 1 weekGet issued for 2 daysYesGet issued for 2 weekYesNo |
|  | **Electronic Information Services** |
| CD-ROMsE-BooksE-JournalsEnter username & passwordAccessing from inside campus?Digital repositorySearch and select the reportSearch & select the book CDsAccess deniedPlagiarism Access deniedSearch & locate e-book on e-book databaseSearch & locate e-journal from the hyperlinked listSelected a free e-journal/e-book?Selected e-book/e-journal subscribed by AIISH/NLIST e-journal?Accessing from inside the campus?Enter username & passwordOpen /DownloadOpen /DownloadOpen/DownloadOpen/ DownloadOpen & viewYESNOAIISH subYESNONLISTNO | NoYesAvail the service | Yes **No**Avail the service |