



Swami Vivekanand Shikshan Prasarak Mandal's
Swami Vivekanand College of Nursing, Udgir

(Approved by Government of Maharashtra, Recognized by Indian Nursing Council, New Delhi and Maharashtra Nursing Council Mumbai)

Affiliated to Maharashtra University of Health Sciences, Nashik

Survery No. 184, Bodhan Nagar, Jalkot Road, Udgir - 413517 Dist. Latur

PH. 8208876474, Mail: svconudgir@gmail.com

Dr. Sudhir Jagtap (M.Sc. M.Phil, Ph.D.)
President

Standard Operating Procedures for Library Books

STEP 1: Approval For The Book Purchase

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Recommendations are checked by Librarian for duplicate, availability, etc.
3. Approval is taken for the recommended books by Principal.
4. Finally, sanction is taken from the Management for purchase.

STEP 2: Order Placement and Physical Verification Of Purchased Books

1. Placing the order of books satisfying the terms and condition of the library.
2. Purchasing of books directly from the vendor.
3. Physical verification and checking of books received against the order.
4. Submission of bill through principal to librarian.

STEP 3: Processing of the accession.

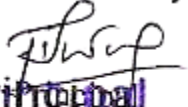
1. Accessioning of books in the accession register of Library.
2. Finally, the bill is processed and submitted to accounts section through principal

STEP 4: Technical Processing

1. Technical processing of the books including classification and cataloguing is done.

2. Physical Processing of the books including cards of particular book and stamping is carried out.
3. Then the books are placed in shelves according to their classification number by the library staff.




Principal
Swami Vivekanand College
Of Nursing, Udgir Dist. Latur