



ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಬೆಳಗಾವಿ

Visvesvaraya Technological University

"Jnana Sangama", Belagavi - 590 018, Karnataka State

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REGISTRAR

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Ref. No.: VTU/BGM/Lib/LSP/2019-20/9848

Date: **27 FEB 2020**

CIRCULAR

Sub: Library Staff Pattern to VTU Affiliated Colleges-Reg.,
Ref: 1. 149th EC Resolution No.8.4 approval dated 10th January 2020.
2. Hon'ble Vice Chancellor's approval dated 26-02-2020.

This is as per the directions of the Hon'ble Vice Chancellor of VTU and decision of the Executive Council as referred above. In accordance with the same please find enclosed herewith the Staff Pattern for the Librarians to be followed by all autonomous, constituent and affiliated under the Jurisdiction of Visvesvaraya Technological University, Belagavi.

All the autonomous, constituent and affiliated colleges are hereby directed to implement the above reference decision regarding Staff Pattern for the Librarians.

Encl: The report of Staff Pattern for Librarians as accepted by the
149th EC vide resolution No.8.4 dated 10th January 2020.

BY ORDER
Sd/-
REGISTRAR

To,

All the Principals of Affiliated, Autonomous and Constituent Engineering Colleges under VTU, Belagavi.

Copy to:

1. Hon'ble Vice-Chancellor through the Secretary to VC, VTU, Belagavi, for kind information.
2. The Director, DTE, Govt. of Karnataka, Bangalore, for kind information.
3. The Registrar (Evaluation), VTU, Belagavi, for kind information.
4. The Finance Officer, VTU, Belagavi, for kind information.
5. The P.G. Coordinators of all VTU Centers for PG Studies for information.
6. The Regional Directors of all the Regional Offices of VTU (Bengaluru, Mysuru, Kalaburagi, Mangalore and Belagavi) for information and circulate among the respective region colleges.
7. The Special Officer, Academic Section (Affiliation), VTU, Belagavi for information and needful action.
8. The Special Officer, DPAR, VTU, Belagavi for information and needful action.
9. The OSD, Academic Section, VTU, Belagavi for information and needful action.
10. The Concerned Case-workers of Academic Section (A1,A2,A3,A4,A5,A6,A7,A8,A9), VTU, Belagavi, for information and needful action.
11. The Special Office, CNC, VTU, Belagavi for information and uploading on the website.
12. The Librarian, VTU, Belagavi, for information and needful action.
13. The Circular file at dispatch section, VTU, Belagavi.

REGISTRAR

LIBRARY STAFF PATTERN FOR VISVESVARAYA TECHNOLOGICAL UNIVERSITY AFFILIATED COLLEGES

VTU E-resource consortium Nodal Officers' meeting was held at VTU Regional Centre, Bangalore on 29/06/2019. Hon'ble Vice Chancellor of VTU while addressing the Librarians during the meeting had assured them to address the staff pattern in VTU and its affiliated Engineering Colleges. Hon'ble Vice Chancellor had also assured them to be treated on par with teachers in VTU and its affiliated colleges. In this regard he requested the LIS Academy to prepare and suggest a staff pattern for Engineering colleges based on the earlier committee reports and the practices made in different libraries.

Based on this assurance given to the Librarians, Hon'ble Vice Chancellor constituted an expert committee under the Chairmanship of Prof. P. V. Konnur, Former LIS Professor, RCU, Belagavi and Adviser VTU Consortium, VTU, Belagavi to prepare and propose an analytical report of the Library Staff Pattern for Engineering Colleges affiliated to VTU. The Committee submitted its report and the same has been approved by the Executive Council of VTU in its 149th Meeting under the item No. 8.4 held on 10th January 2020.

PROF. P. V. KONNUR REPORT ON THE LIBRARY STAFF PATTERN FOR VTU AFFILIATED COLLEGES

Dr. Ranganathan's staffing formula is still in use in some of the traditional libraries. But now in the digital environment and changing circumstances where users are expecting new mode of information delivery along with traditional library services. In order to meet the challenging expectations of Gen-X user community the following staff pattern is recommended to the Visvesvaraya Technological University's affiliated Colleges:

For Regular Shift:

Student Intake at First year	Librarian	Deputy Libn.	Asst. Libn.	Library Asst.	Library Attendant / Peons	Total	Security Staff
0-120	1	-	1	2	2	6	1
120-240	1	-	2	4	4	11	1
240-500	1	-	4	5	5	15	1
500-1000	1	-	4	6	5	16	1
1000+	Chief Librarian	1	4	8	6	20	1

- Note:** 1. When there is an intake of 1000 and above students, there shall be a post of Chief Librarian in the cadre of Professor and a Deputy Librarian in the cadre of Associate Professor.
2. In cases of less than 1000 intake the Librarian with minimum 5 years' experience shall be placed in the cadre of Associate Professor

For Additional Shifts:

Student Intake at First year	Librarian	Deputy Libn.	Assist. Libn.	Lib. Asst.	Library Attendant / Peons	Total	Security Staff
0-120	-	-	1	2	1	4	1
120-240	-	-	2	2	2	6	1
240-500	-	-	2	2	2	6	1
500-1000	-	-	2	2	2	6	1
1000+	-	-	3	3	3	9	1

STATUS, PAYS CALE, DUTIES AND RESPONSIBILITIES:

Following Status, pay scale, Duties and Responsibilities of the library staff to VTU affiliated institutions in accordance with AICTE norms keeping in view of the expectations of libraries in digital environment are given below:

Chief Librarian / Librarian:

The Status and Pay Scales of Chief Librarian/ Librarian are to be treated on par with teaching faculty in accordance with AICTE norms.

Note: The above mentioned positions are applicable only when the required qualifications and experience match with the prescribed norms by the respective competent authorities like the Government, AICTE, UGC, etc.

Role and Responsibilities:

- Strategic developmental plan for library: Manpower, Content, Infrastructure, Budgeting;
- Collection Development: Resource identification and evaluation, Subscription Negotiation, Content licensing;
- Budget, Content Licensing, Subscriptions, Strategic Partnerships, Office of Data and Operations Management;
- The Librarian may interact directly with patrons;
- He / she may direct them to specific services offered, help them locate resources such as books, magazines and audio-visual material;

- In addition, he / she may represent the Library at public functions by speaking at fund-raising events and networking with potential donors;
- Provides Leadership and Operational Management for Library functions and services;
- Evaluate existing services and balance current demand against emerging needs within the frame work of available resources;
- Initiate, plan and facilitate effective library facilities;
- Arranging Library committee meetings;
- Automation of Library activities and services;
- Maintenance of reports and statistics;
- Arranging conferences, seminars, workshops, etc.;
- Arranging for physical stock verification, weeding-out of books, writing-off of books, etc.;
- Arranging payment for Books and other documents;
- Preparation of Budget;
- Develop and administer library policy and procedures.

Resource Acquisition:

- The Librarian directs the library in obtaining new books and periodicals;
- Doing so, requires him / her to be plugged into the literary community through keeping up with book reviews, trade publications and other publishing industry resources;
- He / she might also attend industry-related conferences, where he / she can network with authors, publishers and others in the literary community;
- The Chief Librarian also may oversee acquisition of electronic resources such as computer systems and audio-visual equipment. Working within the organization's mission and budget, he / she may consult with experts in such technology in the purchasing process;
- Guiding to conduct Book exhibitions.

Staff Management:

- The Librarian is typically responsible for managing other Library professionals and Library support staff;
- He / she makes hiring decisions and communicates the organization's mission to the employees;
- He also develops staff members through delegation of duties and evaluation of their work.

Deputy Librarian:

Qualification: MLISc with 5 Years' Experience as Assistant Librarian, Pay scale: State Govt scale as par with Office Superintendent.

Role and Responsibilities:

- Assisting Chief Librarian in all the above mentioned responsibilities;
- To care of the Library in the absence of the Chief Librarian;
- Responsible for planning and developing College Library;
- Provides necessary services to the users;
- Overall supervision of the Library;
- Budget preparation;
- Acquisition of Books, Journals, etc.;
- Accessioning of Books;
- Supervision of classification, cataloguing and indexing of Books;
- Current awareness service (CAS);
- Selective dissemination of information (SDI);
- Newspaper clipping service;
- Reference service;
- Maintenance of records and statistics;
- Thorough vigilance of the users;
- Updating Digital library and e-resources on time;
- Any other works assigned from time to time.

Assistant Librarian:

Qualification: MLISc or BLISc with 5 Years' Experience as Library Asst
Pay Scale: State Govt scale as par with FDA.

Role and Responsibilities:

- Assists the Librarian to carry-out all the works assigned to him/her;
- General supervision of Library in the absence of Librarian;
- Accessioning of Books;
- Registration of Periodicals;
- Data entry of Books and other documents;
- Classification and cataloguing of Books;
- Library transactions;
- Stack restoration and rectification;
- Attending to the queries from the readers;
- Maintenance of over-due collection record;
- Thorough vigilance on the users;
- Maintenance of reference section;

- Any other works assigned from time to time.

Library Assistant:

Qualification: BLISc or DLISc (Polytechnic) with 5 Years' Experience as Library Asst/ Library Attender Or Diploma in Computer Science, Pay Scale: State Govt scale as par with SDA.

Role and Responsibilities:

- To take care of counter transactions;
- Merging of Books and other documents;
- Stack rectification;
- Library transactions;
- Maintenance of transaction records up-to-date;
- Thorough vigilance on the users;
- Assisting in Physical stock verification, Weeding-out of Books, Binding work, etc.;
- Preparation of news papers bills;
- Any other works assigned from time to time.

Library Attendant:

Qualification: SSLC/PUC/Certificate course in Library Science, Pay scale: State Govt scale as par with Attender.

Role and Responsibilities:

- Distribution of correspondence papers;
- Setting and pinning of Newspapers;
- Pasting of Bar code labels, due-date slips, transparent tape, etc.;
- Stamping of Library seal, Accession seal, etc., on Books and other documents;
- Assisting in merging of Books;
- Managing property counter;
- Checking of outgoing Books;
- Maintaining and upkeep of the Library;
- Repair of worn-out Books;
- Assisting professional staff for merging of Books, stock rectification, etc.;
- Verification of New Books for any damages;
- Any other works assigned from higher authority time to time.

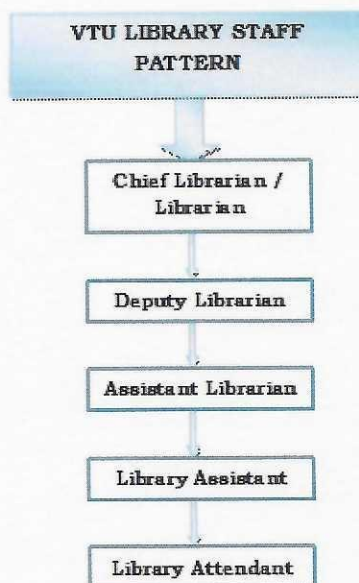
PERFORMANCE ASSESMENT:

There shall be a method of performance evaluation of Library staff. A suitable Form shall be used for this purpose. The form shall be in 3 parts as mentioned below.

Parts	Evaluation of Chief Librarian/ Librarian	Evaluation of other Staff Members
First Part	Self-Appraisal	Self-Appraisal
Second Part	Evaluation by the Library Committee Chairman	Evaluation by the Chief Librarian/Librarian
Third Part	Evaluation by the Management	Evaluation by the Library Committee Chairman

ORGANIZATION CHART OF LIBRARY PROFESSIONALS:

Organization Charts of Library professionals in an Academic Institution as per AICTE and UGC norms are shown below:



26.02.2020