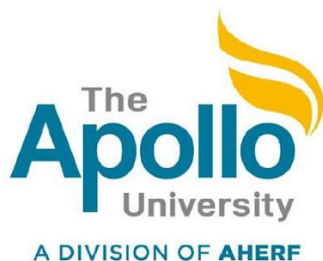


THE APOLLO UNIVERSITY | DR. PCRKC LIBRARY



THE APOLLO UNIVERSITY

Dr. PCRKC Library

LIBRARY POLICY

2026

A modern, inclusive and technology-enabled framework for teaching, learning and research

The Apollo University, Chittoor, Andhra Pradesh

1. Policy Information

Institutional Library Policy | 2026

Field	Policy Detail
Institution	The Apollo University, Chittoor
Library	Dr. PCRKC Library
Policy title	The Apollo University Library Policy 2026
Status	Final Institutional Library Policy
Effective period	2026 onward, subject to periodic review
Policy owner	Dr. PCRKC Library
Review cycle	Annual or whenever operational, technological or legal requirements change

2. Vision, Mission & Objectives

Vision

To be a trusted, inclusive and technology-enabled academic library that advances knowledge, learning, research and innovation.

Mission

To provide timely access to authoritative information resources, scholarly services, learning spaces and digital facilities in support of the University's academic and research mission.

Objectives

- Support curriculum-based learning and independent study.
- Develop current, relevant and balanced print and electronic collections.
- Provide efficient discovery through OPAC, Koha, RFID and self-service facilities.
- Support research through scholarly databases, DELNET, IEEE resources, reference assistance and document delivery.
- Promote information literacy, academic integrity, responsible information use and research skills.
- Preserve library and institutional knowledge in appropriate formats.
- Provide accessible, safe, inclusive and user-friendly library services.
- Use usage statistics and user feedback for continuous service improvement.

3. Library Services & Facilities

The library provides services and facilities designed to support teaching, learning and research.

Service / Facility	Policy Provision
Print collection	Books, reference materials, journals and other approved print resources
Digital library	Computer-enabled access to digital resources and scholarly services
OPAC / Koha	Online discovery, patron and circulation management
RFID services	Automated identification, circulation and security support
Self-service	Self-issue and book-drop facilities where operational
E-resources	Licensed databases, journals and e-books, including approved IEEE resources
Reading facilities	Quiet study and academic reading spaces
Research support	Reference, database searching, citation and information-literacy assistance

Library hours and service schedules shall be displayed prominently and may be adjusted according to the academic calendar, examinations, holidays, staffing and operational requirements.

4. Membership, Access & User Rights

- Library membership is available to eligible students, faculty, research scholars and University staff through valid institutional identification.
- Membership is personal and non-transferable.
- Users shall present a valid University/library identity when requested.
- Authorized users may use reading areas, OPAC, collections, digital facilities and licensed resources within applicable conditions.
- Visitors and special users may be admitted under the library's visitor procedure.
- Users have the right to a clean, safe, respectful and reasonably accessible learning environment.
- Users may seek assistance from Library staff for information search, circulation, digital access and service-related queries.
- Users may provide feedback or lodge complaints through the library's designated channels.

User responsibilities

- Protect library materials, furniture, computers and RFID/self-service equipment.
- Maintain silence and academic decorum.
- Observe copyright, licence and information-security requirements.
- Return borrowed materials on time and settle legitimate dues.
- Do not share personal library credentials or misuse another user's account.

5. Collection Development Policy

The library should build and maintain a balanced collection based on academic programmes, research priorities, user needs, usage of evidence, quality and available resources.

Selection priorities

- Curriculum relevance and prescribed reading.
- Faculty, student and research-scholar recommendations.
- Authoritative publishers and scholarly quality.
- Current editions and technological currency.
- High-use and essential titles.
- Research and interdisciplinary requirements.
- Accessibility and suitability of electronic formats.
- Cost, licence conditions and long-term value.

Collection review

The library shall periodically evaluate usage, currency, duplication, physical condition and academic relevance. Materials that are obsolete, superseded, damaged beyond economical repair, duplicated beyond need or no longer relevant may be transferred, withdrawn or processed for write-off under established procedures.

6. Acquisition, Procurement & Gifts

Acquisition shall be transparent, need-based and consistent with the University's procurement and financial procedures.

Stage	Key Control
Recommendation	Department/user/library recommendation
Evaluation	Relevance, edition, duplication, publisher and price
Approval/workflow	Authorized University process
Order	Approved vendor/procurement channel
Receipt	Physical and invoice verification
Processing	Accession, classification, cataloguing, barcode/RFID
Payment	Verified invoices and financial procedure
Records	Purchase file, accession and supporting documents

Gifts and donations may be accepted when they support the library's academic mission. Acceptance does not guarantee permanent retention; donated items may be selected, relocated, transferred or withdrawn according to collection needs.

7. Koha & OPAC Policy

- Koha should be used as the library's integrated library management platform was configured by the University.
- Each accessioned item has a unique control/accession identity.
- Patron records shall be accurate and accessed only by authorized staff.
- Circulation transactions should be recorded electronically at the point of issue and return.
- OPAC shall provide reliable bibliographic and availability information.
- Administrative access should be role-based.
- Backups, recovery procedures and data-quality checks shall be coordinated with IT.
- Reports may include acquisitions, circulation, overdue materials, fines, inventory and service statistics.

OPAC content

The OPAC should enable users to search by author, title, subject, keyword and other available bibliographic fields and should display item availability where system configuration permits.

8. RFID, Self-Issue & Book Drop

RFID

- RFID tags shall be associated with the correct item record.
- RFID gates, readers and staff stations shall be tested periodically.
- Suspected tag tampering, false alarms or equipment faults shall be recorded and escalated.
- RFID shall support, not replace, staff oversight and physical verification.

Self-Issue Kiosk

- Authenticate with the approved University Smart card identity.
- Place the item correctly on the kiosk.
- Verify the displayed title and due date.
- Complete the transaction and retain confirmation where available.
- Report failed or disputed transactions to Library staff.

Book Drop

- Place returned items only in the designated book-drop facility.
- Staff shall reconcile deposits with Koha at scheduled intervals.
- Damaged, unidentified or disputed items shall be separated for inspection.
- Exceptions shall be recorded in the Book-Drop Reconciliation Register.

9. Circulation, Borrowing Rules & Library Hours

Borrowing privileges are determined by user category and University requirements. The following framework applies to routine student borrowing unless otherwise notified.

User category	Books	Indicative loan period
Students	2	10 days
Faculty	6	Semester
Research scholars	3	10 days

❖ Library Hours:

Monday to Saturday 9:00 A.M. to 9:00 P.M.

Sunday & Holidays 9:00 A.M. to 1:00 P.M.

Circulations Hours 9:00 A.M. to 5:00 P.M.

- Items must be returned or renewed on or before the due date.
- Renewal is subject to demand, reservation status and Library rules.
- Reserved or high-demand materials may be recalled.
- Reference works, current periodicals and restricted materials may be library-use-only.
- Users remain responsible for issued items until their return is properly recorded.
- No-dues clearance is issued after library obligations are settled.

10. Fine, Lost & Damaged Material Policy

The library shall apply the University's notified fine and recovery schedule. Charges shall be transparent and communicated to users.

Overdue materials

- Overdue items should be returned promptly.
- Applicable fines may be generated according to the approved schedule.
- Repeated non-return may result in temporary borrowing restrictions.

Lost materials

- Loss shall be reported immediately.
- Replacement with the same or an approved equivalent edition may be accepted.
- If replacement is not feasible, recovery shall follow the University's notified schedule.
- Outstanding dues may affect further borrowing and no-dues clearance.

Damaged materials

- Users should not write in, tear, cut, mutilate or otherwise damage materials.
- Damage shall be assessed by Library staff.
- Repair, replacement or recovery shall follow the applicable schedule.

11. Electronic Resources Policy

- Licensed e-resources are for authorized University users and legitimate academic, teaching and research use.
- Users must comply with publisher licence terms.
- Credential sharing is prohibited.
- Systematic or automated downloading of large quantities of content is prohibited unless expressly permitted.
- Commercial redistribution or unauthorized posting of licensed content is prohibited.
- Persistent access problems should be reported to Library/IT staff.
- The library shall maintain a subscription/licence register and renewal schedule.

12. Digital Library

Digital Library

- Digital services shall provide lawful access to approved electronic collections and institutional resources.
- Digitization projects should consider copyright, privacy, preservation quality and metadata.
- Digital files shall be stored using appropriate access controls and backup arrangements.
- Usage statistics shall be collected where technically and legally appropriate.

13. Copyright, Licensing & Data Privacy

Copyright and licensing

- Copying, scanning, printing and electronic sharing shall comply with applicable Indian copyright law and licence terms.
- Users shall not distribute substantial copyrighted content beyond permitted uses.
- Licensed database content shall not be shared outside the authorized community.
- Library staff shall maintain key licence terms and restrictions for electronic resources.

Data privacy and confidentiality

- Library personal data shall be collected and used only for legitimate service, security, communication and reporting purposes.
- Access to patron information shall be restricted to authorized personnel.
- Staff credentials shall not be shared.
- Personal information shall be retained and disposed of according to university requirements and applicable law.
- Suspected unauthorized access or data incidents shall be reported through the University's designated IT/privacy process.

14. Research Support & Information Literacy

- Orientation for new students, faculty and researchers.
- Training on OPAC, databases, DELNET, IEEE and discovery tools.
- Guidance on search strategies, keywords and Boolean operators.
- Reference and literature-search assistance.
- Support for citation practices and reference management.
- Awareness of plagiarism, copyright, research integrity and predatory publishing.
- Scholarly communication and institutional repository guidance.
- Basic support for research metrics and responsible use of scholarly indicators.

The library may collaborate with academic schools, research units and quality-assurance teams to plan workshops and research-support services.

15. Accessibility, Conduct, Safety & Security

Accessibility

- Provide reasonable assistance to users with disabilities.
- Where feasible, support accessible formats and assisted digital access.
- Maintain clear signage and accessible movement routes.
- Provide staff assistance for retrieval and information searching where required.

Conduct & security

- Maintain silence and academic decorum.
- No food, chewing gum or disruptive activity in designated reading areas.
- Use mobile devices in accordance with Library instructions.
- Personal belongings shall be kept in designated areas where provided.
- Damage, theft, unauthorized system access and equipment misuse are prohibited.
- Security concerns shall be reported immediately to Library/security staff.

16. Preservation & Disaster Management

Preservation

- Maintain appropriate environmental and housekeeping practices.
- Protect collections from water, pests, dust, fire and avoidable physical damage.
- Prioritize preservation of rare, high-value and institutional materials.

Disaster management

- Protect people first and follow campus emergency procedures.
- Notify security, administration and relevant technical teams.
- Protect collections only when it is safe to do so.
- Document damage and prepare an incident report.
- Restore services in priority order and review the incident for improvement.

17. Weeding, Write-off, Records & Quality Assurance

Weeding

Materials may be considered for withdrawal when obsolete, superseded, damaged beyond economical repair, excessively duplicated, irrelevant to current programmes or no longer required based on documented evaluation.

Write-off

Write-off shall be documented and processed through the University's authorized asset/financial procedure. Records shall identify the item, reason, verification outcome and action taken.

Key registers

- Accession and stock verification register.
- Acquisition and invoice records.
- RFID/self-service maintenance records.
- E-resource licence/subscription register.
- ILL/document-delivery register.
- User feedback and complaint register.
- Training and orientation register.
- Lost/damaged material records.
- Weeding/write-off records.

Quality assurance

The library shall monitor collection growth, circulation, e-resource usage, user participation, training programmes, service issues and feedback. Annual review shall be used to identify improvement priorities.

Website publication notes

This policy is formatted for institutional publication and may be presented on The Apollo University website as the official Library Policy 2026. Operational notices, service hours, borrowing schedules and contact details may be updated separately without reproducing the entire policy.

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