

## Standard Operating Procedure (SoP) for Accession Process of Books and Journals

**Applicable To:** Central Library and Departmental Libraries

### 1. Purpose

To establish a systematic and uniform process for the accessioning of books and journals, ensuring that all materials are first documented in the Central Library before being routed to the respective Departmental Libraries for further assessment and use.

### 2. Scope

This SOP applies to all printed and physical formats of books, journals, magazines, and similar academic resources procured for ITM University's academic use.

### 3. Definitions

- **Accessioning:** The process of officially recording a newly acquired book/journal into the library records.
- **Central Library:** The main repository where all books and journals are initially processed and catalogued.
- **Departmental Library:** A sub-library managed within individual departments for subject-specific resources.

### 4. Process Flow

Step	Activity	Responsibility	Remarks
1	Procurement Approval	Library Committee / Purchase Department	Based on approved recommendations from HoDs / faculty
2	Physical Delivery & Verification	Central Library Staff	Verify against purchase order and invoice
3	Accession in Central Library	Central Library In-Charge	- Assign accession number - Record bibliographic details in Accession Register and LMS (Library Management System)
4	Stamping and Labelling	Central Library Staff	Apply university stamp, barcode, spine label, and RFID tag (if applicable)
5	Cataloguing	Cataloguing Section, Central Library	As per Dewey Decimal Classification or other standard scheme
6	Transfer Note Preparation	Central Library In-Charge	Prepare Transfer Note mentioning accession numbers and department
7	Handover to Departmental Library	Library Assistant (Central) & Departmental Coordinator	Maintain acknowledgment record of handover
8	Assessment & Placement	Departmental Library In-Charge	Assess for relevance, usage, and placement in departmental shelves

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9	Departmental Library Record Entry	Departmental Library Staff	Record in Departmental Register/LMS (with reference to Central accession number)
10	Intimation to Users	Departmental Library In-Charge	Notify faculty/students about availability through notice board/mail

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#### 5. General Guidelines

- No departmental library shall directly purchase or accession books/journals without routing them through the Central Library.
  - All duplicate titles (if procured) shall be tagged accordingly and distributed as per usage demand.
  - Journals shall be classified as **continuing resources**, and each volume/issue must be recorded under a **separate journal accession register**.
  - Lost/damaged items shall be reported to the Central Library for de-accessioning, after following due process.
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#### 6. Record Maintenance

- **Central Library:** Accession Register, Journal Register, Transfer Notes, LMS logs
  - **Departmental Library:** Departmental Register (linked to Central accession), Handover Acknowledgment Register
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#### 7. Review and Compliance

- This SoP shall be reviewed annually by the Library Committee.
- The Internal Audit Cell shall randomly verify compliance during academic audits.