



ASHOKA UNIVERSITY LIBRARY

LIBRARY COLLECTIONS POLICY

Contents

1. Introduction: Objectives and Scope

1.1 Library Mission and Vision Statements

1.2 Locations

1.3 Types and Formats

2. Directive Principles for the Collections Policy

3. Collection Development

3.1 Funding

3.2 Collaborations

3.3 General Collections

3.4 Electronic Resources

3.5 Materials for Users with Special Needs

3.6 Special Collections

3.7 Gifts

3.8 Unsolicited Deposits

3.9 Digitization and Microfilming

4. Collection Management

4.1 Cataloguing and Classification

4.2 Rationalization of Stock

4.3 Storage and Movement of Stock

4.4 Transfer, Relegation and Disposal

4.5 Preservation and Conservation

4.6 Security

4.7 Budgetary and Financial Management

4.8 User Access

5. Guidelines for Considering Requests for the Repatriation of Items from the University Collections

1. Introduction

Objectives and Scope*

This document outlines the broad principles followed by Ashoka University Library for building and managing a rich, diverse and relevant collection of library resources to promote and support teaching, learning and research in the University and, ideally, in the wider academic and learning community. The policy tries to keep in view the evolving dynamics between teaching and research, and the acquisition, management and preservation of library resources in the interest of stimulating and facilitating the production of knowledge and its dissemination.

Manuscripts in various media (paper, palmyra, bark, parchment, cloth), print, microforms (microprint, microfilm and microfiche) and electronic resources (e-journals, databases, websites, and born-digital material) are all important for research and teaching, although currently and in the foreseeable future print and e-texts are likely to be the dominant formats. The aim of the policy is to develop and co-ordinate these resources, optimize funds available, and ensure secure and cost-efficient access to machine-readable formats. In the latter, the stress would necessarily be on access rather than ownership rights to the copy. Rationalization of stock needs to be taken into account if future growth (estimated to be over at least 500 metres per annum) is to be provided for. This is not counting variables such as inflation, fluctuations in exchange-rate, availability of funds and changes in curricula and courses. Principles of transfer, disposal and relegation of existing stock have to be addressed in the Collection Management policy. In addition, a shift to e-preference, especially in the case of journals, may be necessary as increasing stocks claim shelf-space.

All collections in the University Library system, including those in libraries of Departments, Schools, Centres, Museums, Galleries, Special Programmes, Heritage Collections, Archives,** Donations and acquisitions under special Research Projects would be covered by the Library Collections Policy. Interpretation, application and review rest with the relevant custodians, such as the Library Committee, the administrators of the Ashoka Archives of Contemporary India, and a Research Committee for a funded project.

**The Library Collections Policy is in two parts: the Collection Development (Chapter 3) and Collection Management (Chapters 4 and 5). Chapter 3 should be read in conjunction with Chapters 4 and 5 and vice versa. These need to be co-ordinated with Library Rules, relevant Reports, Library Committee Resolutions, relevant decisions of Ashoka Archives of Contemporary India, and the Financial Regulations of the University.*

***The document is supplemented by the Archival Policy of the University which is of especial relevance to the Ashoka Archives of Contemporary India.*

1.1 Library Mission and Vision Statements

The Library Collections Policy is formulated keeping in view the overall Mission of Ashoka University and its Vision Statement.

The Statements are:

1.1.1 Mission Statement

Ashoka University Library promotes the production and dissemination of knowledge through

- the collection and creation of a wide range of resources for learning, teaching and research
- making such resources available to students, researchers and teachers it serves and to the wider scholarly community
- preserving collections and ensuring their coordinated management
- offering research support
- delivering quality and effective service for their application in the form most relevant to users.

1.1.2 Vision Statement

Ashoka University Library aims to build a rich collection ranging over manuscripts, printed books and periodicals, ephemera, microforms, maps, graphic reproductions, teaching tools and machine-readable texts including e-journals and databases. The collection will constitute one of the leading resources for learning and research in the country and it aspires to eventually match the best international standards for academic libraries. The Library is committed to fostering excellence, diversity, academic freedom and continued improvement in standards. It seeks to be an imaginative environment both inside and outside its walls, and home to the intellectual and creative lives of the user-community.

The Library will strive to provide efficient, innovative and civil user-services including

- research support based on the prioritized needs of learning and research in all disciplines taught and studied
- developing collections in order to serve needs identified through a consultative process and user-feedback
- acquisition of rare documents and archival materials, especially items relating to contemporary India
- building heritage collections and special collections through purchase and gifts
- professional collection management including purchase, processing, storage, preservation and display
- providing information service adapted to user needs and modes of access
- fostering independent learning outside lecture-halls
- providing access to materials and ensuring well-equipped and comfortable spaces for differently-abled users
- supplying tools for the teaching-learning-evaluation process
- organizing events, exhibitions and programmes to promote lifelong learning, intellectual creativity and user-awareness
- encouraging collaboration and pooling of resources inside and outside the campus to meet user-needs.

1.2 Locations

1.2.1 *Physical Locations*

- The first floor and the second floor in the building marked Academic Building 04 (AC-04)
 - The basement in Academic Building 04 (AC-04) housing the Ashoka Archives of Contemporary India
 - The Library space on the Ground Floor of Academic Building 01 (AC-01)
-

1.2.2 *Gateways, Portals, Links*

The IP addresses and links to access library resources and the Online Public Access Catalogue (OPAC) are listed below:

- Library website: library.ashoka.edu.in
- e-Library portal: elibrary.ashoka.edu.in
- Link to OPAC: 125.22.40.134
- Link to Institutional Repository / DSpace: 125.22.40.134.8080/jspui

1.3 Types and Formats

There are seven broad groups of collections.

I: General (printed books, journals, pamphlets, newspapers and ephemera in Indian and foreign languages, official reports and gazettes, Parliamentary papers, catalogues, maps, music, drawings, graphic prints, photographs, audio-visual materials such as video and audio recordings in different media)

II: Special Collections (including Heritage Collections, Rare Books, Gift Collections, and bequests that may consist of diverse objects such as personal libraries, manuscripts, books with period marginalia and record of provenance, rare documents, memorabilia, scientific instruments and models, architectural plans, stage designs, photographs, art objects, and significant implements of textual production which allow one to understand the evolving technologies of the written word—some of which may be transferred to the Museum or Gallery if and when the University builds them)

III: Ashoka Archives of Contemporary India (including select materials hosted or owned by the University)

IV: Microforms (microprint, microfilm, microfiche)

V: Electronic Resources (may contain elements of Groups I-IV and VI in addition to databases, e-journals, images, manuscripts archives and born-digital materials available remotely under licence or free on the Internet)

VI: Faculty and Institutional Repository (including documents in hard copy or in machine-readable formats of institutional records, course materials, teaching tools, research papers by students, faculty publications, research notes)

VII: Collections transferred or relegated to the Store

2. Directive Principles for the Collections Policy

1. The access to General Collections should be open to browsing and located where they can best be used.
2. Special Collections and Rare Books, especially Heritage Collections, acquired outside the narrow limits of disciplinary requirements for research and learning, are for study in the library and the stacks are not open for free browsing. It is preferable that such Collections are purchased using endowments and through external fund-raising, or acquired through donations and bequests. The acquisitions should not be random, but should be in accordance with current collections, disciplinary demands and priorities of research and teaching. In rare cases, personal libraries and valuable books and documents may be purchased at auctions or online. However, these need to be vetted by competent authorities on a case-by-case basis. Authorized and approved agents may conduct transactions in cases to save on cost of travel by faculty and library staff.
3. The Library collects and preserves its significant institutional records and the research output of faculty and students in manuscript, print and electronic formats in its Institutional Repository.
4. Journals are best acquired using an e-preference model wherever possible. A Perpetual Access mode should be adopted wherever feasible after negotiating prices, since the Annual Subscription mode is unstable and expensive.
5. Gifts, transfers and relegation of books, manuscripts and archives will be determined using criteria listed in the Collection Management Policy. Criteria may have to be applied before consenting to accepting gifts and bequests (see **3.7** below).
6. Unsolicited Deposits will only be accepted in circumstances listed in **3.7**.
7. Duplicate and multiple copies of a print title are best discarded or not acquired, unless the text is being used in current or continuing courses and is needed by students.
8. Transfer, relegation and disposal of items in stock, subject to criteria stated in the Collection Management Policy, will aim at achieving a balance between accession and disposal of material needed to make room for new material.
9. The print copies of electronic resources which provide Perpetual Access of journals will be assessed by the competent authority for relegation to the Dormitory or Store.
10. The implications of agreements with other libraries and aggregators concerning access, and of inter-library loans may be considered while decisions are made on the acquisition and retention of material.

Part 1

3. Collection Development

3.1 *Funding*

The Budget for the Library sanctioned by the University is the primary source of funds for the purchase of material. Additional sources may include external fund-raising, special one-time grants, endowment incomes and donations. Optimizing of resources will take into account the strengths and weaknesses in the University's collections, its priorities in research and teaching, and acquisitions which have the potential of generating revenue.

3.2 *Collaborations*

Agreements and collaborations with other universities in India and abroad may include Collection Development in focus areas.

3.2.1 Collaborations may be further strengthened by contracts with academic foundations and aggregators.

3.2.2 Items **3.2** and **3.2.1** may again be supplemented by alliances with consortia and library networks and with individual research institutions as and when these are formed and put into effect.

3.3 *General Collections (Open Access)*

The Library aims to acquire materials for teaching all undergraduate and postgraduate courses in appropriate and available formats. The Library focuses on the acquisition of materials, in Indian and foreign languages, for disciplines currently studied—the humanities, the social sciences and the basic mathematical and natural sciences. Resources for specialized research will follow faculty and student requirements. Sharing of resources with other libraries in possession of expensive material will be preferred in order to optimize the use of funds. In addition to Departments, staff and faculty, students are encouraged to specify needs. Materials purchased for projects and special courses, *unless explicitly specified in the terms of the grant*, will become the property of the University Library. Although physically decentralized, all acquired stock will be centrally accessioned and processed.

3.3.1 The University may purchase material for General Collections from publishers, publishers' agents, enlisted vendors, or online vendors. In all cases, the Library will, through the purchasing mechanism authorized by the University, compare prices, look for available discounts on net market price, and demand price-proofs from suppliers. Valuable print editions of important books and multi-volume sets of reference books, estimated to have a long shelf-life, are best procured as hardback copies.

3.3.2 The University Library prefers acquiring electronic resources in the Perpetual Access mode. However, when this is not feasible, the provider may permit licensed access for the tenure of the contract. The Library will make use of consortial alliances and partnerships wherever possible to acquire materials, and negotiate with suppliers for the lowest rates admissible.

3.3.3 The general view of the University is that users should not be permitted unlicensed and unauthorized access to electronic material. Nor should the Library encourage the unauthorized use of material in copyright or of pirated texts (including images) in any format. *This general view is subject to the University Policy on Copyright.*

3.3.4 The Library allocates an amount in its budget to reference guides, subjects in the Minor curricula, and interdisciplinary studies. These would also include dictionaries and encyclopedias in English and other Indian languages, bibliographies, biographical dictionaries, atlases, online databases of scholarly reference materials, and reference guides in print and, wherever available, in electronic and other machine-readable formats. These materials need not necessarily be recommended by Departments. Recommendations may come from members of the faculty, members of the Library Committee, members of the Library staff, researchers and students.

3.4 *Electronic Resources*

3.4.1 Journals, wherever possible and when funds permit, will be acquired in the e-format. The Library will review the renewal of licence agreements, and assess value for money, data analysis, relevance, licence terms for multiple use, possibilities of duplication in other packages purchased, future problems in Collection Management, and sustainability of the purchasing model. However, when funds are scarce, the Library will ensure that no researcher, student or faculty is underserved, making alternative arrangements, such as inter-library loans, whenever necessary.

3.4.2 E-preference will guide acquisitions of current journals, archives of back issues (such as JSTOR), full-text databases (such as the Early English Books Online or EEBO), abstracting and indexing tools.

3.4.3 E-books are an option especially in the case of languages in which printed texts are not easily available in India.

3.5 *Materials for Users with Special Needs*

Texts in braille, audio books, vector images and electronic tools (such as voice-text synthesizing software) are recommended, as necessary, for purchase to serve users with special needs

3.6 *Special Collections*

Special Collections, especially Rare Books and collections of heritage value (on occasions collectively referred to as Heritage Collections in this document), seek to augment holdings in addition to materials purchased to meet subject requirements for research and learning. It also seeks to build Collections that would supplement the Ashoka Archives of Contemporary India which touches upon virtually all aspects of the intellectual and cultural life of India's present and recent past.

3.6.1 The Library aims to acquire rare printed books; manuscripts in different materials such as paper, parchment, bark, cloth and palmyra; printed proofs; images; letters; photographs as prints, negatives and slides; drawings and graphic prints; maps; archives (including publishers' archives); and unpublished materials such as official records and personal diaries through gifts, bequests, purchase, deposit and transfer.

3.6.2 In particularly relevant cases, to be decided on a case-by-case basis by the Library Committee or any other competent authority appointed for the purpose, these may be purchased at auctions keeping in view the cost and benefit (including intangible ones) involved.

3.6.3 All special items will be assessed, keeping in view the disciplinary interests and strengths of the University Collections, principal areas of collections, the gaps in its holdings. The objective is to serve the international community of scholars, while according priority to the need of the faculty, researchers and students at the University.

3.6.4 Gifts, Deposits and Transfers pertaining to any Special Collection will be subject to Deed of Gift, Deposit Agreements and internal transfer procedures stated in the Collection Management Policy. Periodic reviews of these Collections will aim to assess use, cost of maintenance and sustainability.

3.7 *Gifts*

Donations and bequests of books, journals and documents in any of the usual formats acquired by the Library are welcome, especially of materials relating to curricula and courses, and of valuable archival materials to the custody of Ashoka Archives of Contemporary India.

3.7.1 Donors are invited to send lists of items, including formats, titles, authors (if any), dates of publication, and a brief description of their physical condition (e.g. brittle, hardback with spine partially damaged, etc.) to be gifted to the University. In certain cases, where the number of items is unusually large, the University may help donors with the listing, especially if the donor is unable to do so because of reasons such as poor health. Help may be offered in the form of secretarial assistance or financial compensation for hiring assistants. But such instances should be exceptional, and such gifts should be esteemed to be rare and valuable.

3.7.2 The acceptance of gifts is at the University's discretion, and the Library Committee may seek the expertise of members of the faculty for selecting offered items. Accepted gifts become the property of the University and, as owner, the University reserves the right of retention, location, processing, removal and other relevant aspects stated in the Collection Management Policy. However, Ashoka Archives of Contemporary India may serve as *custodians* of materials gifted on a permanent basis. *The ownership of the materials gifted to the Ashoka Archives may be retained by donors.* **3.7.2** *should be read in conjunction with the Archival Policy of the University.*

3.7.3 Duplicate copies of items owned by the Library are not accepted except when additional copies of a text are needed for teaching. Another exception to the rule is in the case of items of a named collection or archive which is to be accepted in its entirety. A similar exception may be made when a duplicate copy is valued for copy-specific reasons such as information on provenance, publishers' notices in the oddments, authorial inscriptions and period marginalia. Materials available elsewhere such as duplicate typescripts, facsimiles, photocopies and off-prints are usually unaccepted unless there are compelling reasons to do so (e.g. such as a duplicate typescript showing marks of censor's deletions). In all such instances, the experts authorized by the University will arrive at the final decision.

3.7.4 The legal implications of the terms and conditions under which a prospective donor is willing to make a gift (such as a special name for the collection, location and display for a donated archive,

display of brand name for corporate donations, restrictions put on access etc.) will be considered when deciding on acquisition or retention.

3.7.5 The University Library welcomes supplementary donations made toward processing and retention of the gifted material.

3.7.6 All donations toward the Library infrastructure are acknowledged in ways agreed to by the donor and the University.

3.8 *Unsolicited Deposits*

The Library may take on deposit unsolicited items for a mutually agreed period, if the materials are deemed of value for research and teaching. Their long-term status will be determined through an expert review by the University Library.

3.8.1 Depositors are liable to be charged a fee for processing, storage, security and maintenance for the agreed period. The fee will be determined in accordance with the physical condition and size of the deposit.

3.8.2 Should the depositor wish to sell the materials and should the University Library agree to acquire the materials permanently, the University Library will reserve first right of refusal, and will expect to be offered the materials at a discounted price estimated on the deemed market value.

3.9 *Digitization and Microfilming*

The University aims, in the long run, to digitize select primary materials such as those items in the Ashoka Archives of Contemporary India and other items in the Rare Books Section and the Special Collections. This would help in restricting access to the physical, occasional brittle, documents, and yet enable access.

3.9.1 For documents digitized or microfilmed, access will be provided through files in PDF, while TIFF versions would be retained for storage. Scholars who need to examine the physical objects need to furnish reasons for seeking access to the physical documents. Such requests, if and when the concerned documents are digitized, will be considered by members of the faculty engaged by the Library Committee because of their expertise in the related field. Until such time, however, the original physical copies may be consulted at the discretion of the authorities in charge of the Library and the Archives, and displayed at exhibitions and library-related events after ensuring appropriate security. The clauses in **3.9** related to the Ashoka Archives of Contemporary India are to be read in conjunction with the Archival Policy of the University.

3.9.2 In the absence of in-house capacity, digitization is to be done by experienced service-providers who meet the technical and financial requirements specified by the University in its invitation for bids. *In exceptional circumstances, the Board and leadership might recommend a service-provider over the lowest bidder because of their proven record of excellence or the sensitive nature of the documents to be digitized.*

3.9.3 Identifying items to be digitized will be guided by research needs, the heritage status of the items, teaching requirements, significance to the wider community of scholars and citizens, urgency relating to conservation and restoration, prospect of generating income for the Library and the potential to encourage units or users to partially fund the costs. The Library Committee will establish a decision-making mechanism for selecting items for digitization.

3.9.4 Digitization enhances access, but preservation is achieved through microfilms. If and when the University Library identifies materials for microfilming following procedures similar to those for selecting materials to be digitized, service providers would be engaged following principles and procedures adopted in the case of outsourcing the work of digitization.

3.9.5 Microforms acquired by the Library through microfilming its collections or through gifts must be stored in a dedicated Section or in an equipped place secured against fire.

3.9.6 Microfilms will be read in the library using microfilm readers. Prints of microfilmed materials may be allowed at the discretion of the Library Management. The latter may charge a specified fee for the service.

Part 2

4. Collection Management

Within the terms of this Policy and other aspects such as Collection Development, Ashoka University Library will follow a policy of non-discrimination, that is, it will not exclude materials, dispose of them, or restrict access to them on the basis of the race, nationality, religion, ethnic or linguistic identity, gender, sexual preference, doctrinal or sectarian considerations of either their producers or their users. Acquiring an item, or providing access to it, does not imply that the University endorses any statement or opinion contained in it.

The Collection Management Policy is designed to be read with the Collection Development Policy, and is part of the Collections Policy of the University Library. It is aimed at the effective management, in all its aspects, of collections in all formats and of all types. The aspects include cataloguing and classification; rationalizing of physical stock; storage and movement of stock; transfer, relegation and disposal; preservation; budgetary management; security; and user-access.

4.1 *Cataloguing and Classification*

4.1.1 Cataloguing and classification follow the Dewey Decimal System and are individually recorded in an online catalogue.

4.1.2 Archival and manuscript materials follow requirements of collection-level records in degrees of detail as required by the material.

4.1.3 The catalogue including the OPAC will follow MARC 21 standards.

4.1.4 It is recommended that the metadata of digitized material created follow Dublin Core standards in order to conform to the protocols demanded in international collaborations and exchange.

4.1.5 General Collections are put on Open Access and arranged according to the classification system adopted.

4.1.6 Manual records, if any, are retro-converted for the online catalogue.

4.1.7 Electronic resources follow the principles applied to physical stock, ideally with a link to the source. The principles will be, when necessary, adapted to the requirements of terms and conditions of acquisition.

4.2 *Rationalization of Stock*

4.2.1 Duplicate and multiple copies of a material will be acquired, accepted as gifts and retained only in instances stated in 3.7.3.

4.2.2 Printed duplicate or multiple titles of books and journals are liable to be assessed for relegation and disposal.

4.2.3 Duplication of electronic titles will also be avoided. The general principle will be part of the process of acquisition and evaluation of e-resources.

4.2.3 Members of the faculty will be encouraged to propose a reasonable ratio of multiple copies per student of material required for courses taught.

4.2.4 Print copies of electronic journals which provide guaranteed access in the long-term to electronic back-files will be assessed for relegation to Store. Following the relegation period, titles may be transferred or disposed in accordance with principles stated in **4.7**.

4.3 *Storage and Movement of Stock*

4.3.1 In the interest of maximizing shelving space, enhancing security and facilitating Open Access, the Library will examine whether identified duplicate and multiple copies or low-use materials should be relegated to the Store.

4.3.2 The Store will be Closed Access and may employ mobile shelving with flexible gangway width.

4.3.3 The Library will arrange a delivery service to and from the Store following procedures of document delivery or inter-library loans.

4.4 *Transfer, Relegation and Disposal*

- a) *Transfer* is the relocation from one library to another or one collection to another (for example, from the Main Library to a Special Collections).
- b) *Relegation* is the relocation to a Store.
- c) *Disposal* is the removal of the physical item by discard, gift or sale.

4.4.1 Usage statistics will be a factor in the transfer, relegation and disposal of some categories of material (such as text-books that were set for discontinued courses). *But it will not be the sole determining factor, or even the dominant factor, given that a University Library has to keep in view the needs of scholars in the future and the requirements of those who study and research minority specialisms.*

4.4.2 Special Collections, Rare Books and heritage acquisitions will be treated as exceptions to the general principle of **4.4.1**.

4.4.3 In cases where the general principles do not apply, the issue will be referred to the Library Committee to be decided on a case-by-case basis.

4.4.4 The Library staff concerned will decide on transfer, relegation and disposal in consultation with subject experts from members of the faculty.

4.4.5 Transfer, relegation and disposal will be advertised in advance for users on the Library website.

4.4.6 *Criteria for Transfer*

The following categories of materials may be assessed for transfer to Special Collections and Rare Books Section as is deemed fit in each case:

- a) all print material pre-dating 1800
- b) materials published prior to 1867, the year the Indian Press and Registration of Books Act was first passed
- c) materials pre-dating 1914, the year the Indian Copyright Act was passed
- d) materials containing book plates, colour illustrations, maps, diagrams, photographs
- e) manuscripts
- f) photographic prints from original negatives
- g) items with evidence of important ownership, inscriptions, censors' deletions and stamps, significant marginalia, and record of provenance
- h) limited editions (limited to 150 copies or fewer)
- i) private press publications
- j) fragile and valuable items
- k) items in rare (for Indian collections) languages and characters
- l) prints or manuscript on rare materials (e.g. parchment, palm leaf, bark, cloth, paper made from cotton)
- m) wood cuts and xylographs
- n) books with ornamental or period binding
- o) any item associated with the University or its institutional history
- p) copies autographed by the author or gifted to an eminent recipient by the author

4.4.7 *Criteria for Relegation*

The following categories of material may be considered for relegation to store:

- a) books, journals and documents with demonstrably negligible user-interest
- b) superseded editions of standard text-books
- c) material in subjects and specialisms not currently taught or researched at the University
- d) hard copies of books accessible in electronic format
- e) material to be retained under collaborative agreements or contractual obligations
- f) criteria **4.4.7 (a), 9b), (c), (d), and (e)** are subject to conditions stated in **4.4.1**

4.4.8

Criteria for Disposal

The following categories of material may be considered for disposal:

- a) University records that do not fulfil the criteria of the Collection Development Policy as extended to the Institutional Repository and Ashoka Archives of Contemporary India
- b) irreparably damaged material, especially those likely to contaminate proximate material on shelves and cabinets
- c) duplicate or multiple copies and superseded editions of text-books not requisitioned from the Store for over 5 years
- d) duplicate or multiple copies of printed books of demonstrably negligible value
- e) duplicate or multiple sets of low-use journals
- f) duplicates of items held in the Store

- g) duplicates of low-use print material available as reliable texts in machine-readable format
- h) low-use material readily available from the Store or through inter-library loan or document delivery
- i) print material, including abstracts and indexes, held in a more convenient format
- j) material to which the Library has secure access from a trusted electronic archival source
- k) outdated reference sources, except for items of historical research value
- l) outdated reference sources taking up shelf-space in Open Source General Collections
- m) imperfect copies in which the imperfections have neither demonstrable nor likely bibliographical significance
- n) items the possession of which has been declared a punishable offence under the law

4.5 *Preservation and Conservation*

Preservation is aimed at complementing the work of acquisition and making available recorded knowledge considered valuable. It indicates the goal of the Library in its strategy for retention, especially its Special Collections.

Conservation refers to professional care taken by the Library through the application of technical means to enhance the longevity of material and, especially, to protect collections of archival and heritage value.

Unless especially required by the context, both will be covered by the word 'Preservation' in Section 4.5.

4.5.1 Preservation entails the environment in which Collections are stored and used; procedures of handling; treatment of materials in the process of binding, repair and conservation; guidelines related to displays and exhibitions; security measures (see 4.7) and the training of staff and users.

4.5.2 The Library Official designated the Chief Executive has overall responsibility for the care of the collections, including their preservation. Conservation staff are responsible to the Director of Library Services / Chief Librarian.

4.5.3 Officials and members of the staff may be assigned special responsibilities in the Library and Ashoka Archives of Contemporary India by object types—material on paper, printed books, photographic prints and plates, audio recordings.

4.5.4 Preservation will prioritize areas considered the strengths in the Library's collections and in the teaching and research at the University.

4.5.6 All items in Special Collections, the Rare Books Section and those which have heritage and unique value will have priority irrespective of their use in current and continuing courses.

4.5.7 Preservation strategy will be guided by the following principles:

- a) respect for the integrity of the original object
- b) reversibility of treatment wherever technically feasible
- c) minimal approach to intervention
- d) technical documentation of treatment
- e) respect for cultural diversity and values

f) paying due regard to aesthetic, historical, scientific and social dimensions of concerned items

4.5.8 The broad strategy for Preservation will include

- a) careful handling of items by staff and users for which periodic preservation training for staff and advice to users would be arranged
- b) restricted photocopying of materials at risk
- c) identifying, following and, if needed, developing standard professional protocols for materials in transit between Library-locations, for document delivery, for inter-library loans, for exhibitions and display, for repair and treatment, for transfer and for relegation to Store
- d) ensuring appropriate storage for acquired material, including oversize and unbound materials such as drawings, architectural plans, graphic prints, cartoons for paintings, newspapers, hand-tinted illuminations in printed books, collotypes, cartographic items, posters, ephemera, oversized unpublished theses etc.
- e) providing protective measures including boxes, cabinets, large storage units and protective enclosures for Special Collections, Rare Books and Ashoka Archives of Contemporary India
- f) using gloves, book sofas for heavy and valuable items with vulnerable spines, perspex book-rests, bead- or foam-rests or any other such item serving a similar function by staff and readers as and when required
- g) ensuring controlled lighting for aging print items and manuscripts
- h) ensuring appropriate temperature and humidity control for archival items on sensitive materials such as bark, palm leaf, parchment, cloth or paper made from cotton
- i) observing principles of Preservation and care for items taken out for exhibition and display
- j) creating user copies in physical or electronic formats for use and exhibitions when the original is deemed vulnerable

4.5.9 The following standards are recommended to ensure appropriate physical environment for Preservation:

- a) The ideal temperature and humidity level for Preservation of stocks and for user comfort is 20 to 23 degrees Celsius and relative humidity 40%-60%. Conditions may vary according to physical location and its architecture fabric, and seasonal fluctuations. Bark manuscripts, if acquired, would need a constant temperature of 18 degrees Celsius. Special standards may have to be set for rooms housing unique or heritage objects. Temperature and humidity are to be maintained at controlled levels throughout the day and throughout the year. Vulnerable items needs to be acclimatized slowly when moved to avoid thermal shock to the material.
- b) Exposure to sharp light results in degradation in physical materials. Overhead lights in stacks will be switched off when the stack is not being used. Light from windows in the stacks should be minimal, especially when the storage area is not being used by staff.
- c) Ultraviolet absorbing window panes, supplemented by infra-red absorbing film to control heat may be recommended at the discretion of the Library management.
- d) Installation of air-filtration system to minimize suspended particulate matter is recommended, especially for the Archives.
- e) Routine cleaning and pest-control exercises are to be carried out in consultation and supported by the Operations team and authorities entrusted to look after the property. Dusting in controlled atmosphere, however, is to be minimal and guided by advice from experts in Preservation of the objects housed.

- f) Food, drink and pens will not be permitted in the Archives and Special Collections. Only pencils and laptops may be taken inside.
- g) Photographs of materials in stock using cameras or cameras in mobile phones may be taken only with permission from the library staff in the section. Photographs of archival and heritage materials may be taken by special permission only.
- h) Users of readers of microforms and print-out from microfilms will adhere to the conditions stated in the Library rules.

4.5.10 *Microfilming and Digitization*

4.5.10.1 Microfilming and digitizing may be outsourced in the absence of in-house capacity. Service providers bidding for work orders and contracts will have to abide by the technical and financial criteria set by the expert assessing committee.

4.5.10.2 Materials will be sourced out only if no damage to the original object is guaranteed in the contract. The condition will apply to other forms of reprography: digital imaging, photocopying, vectoring, dubbing, etc.

4.5.10.3 In particular instances, hybrid cameras for microfilming and digitizing simultaneously may be used to protect the object from being subjected to handling twice by agencies—once for microfilming, and again for digitizing. For the same reason materials microfilmed and microfiched may be digitized without handling the original physical format.

4.5.10.4 In cases where a choice of formats for Conservation of heritage items is available, durability will be a determining factor. Hence, the cause of permanence may be better served by microfilms, while digitization will enhance access, securing the physical object from frequent handling.

4.5.10.5 In the case of *bhasha* documents, special attention will be paid to Unicode compatibility, skew correction, the possibility of using Optical Character Recognition software and the searchability of digitized items.

4.6 *Security*

The Security of the University Library pertains to violations of the Library's building and property through abuse, theft and infringement of Library rules. Violations against persons are subject to other University policies and regulations.

4.6.1 The following actions constitute violations of Library security:

- a) 'misshelving' or hiding Library property for exclusive use by an individual user or group
- b) ignoring notices for return of overdue items
- c) damaging Library property by mutilation or defacement
- d) stealing Library property and / or possessing stolen items
- e) removing or trying to remove Library property without permission
- f) profiting from or smuggling out or unlawfully copying Library property
- g) refusing to produce membership or identification documents on request from Library staff
- h) remaining in the Library premises without permission if and when the Library is closed
- i) inciting others to violate security.

4.6.2 *Procedures*

In the interest of security, Library staff are authorized to

- a) check books and possessions such as bags of users leaving the Library in spite of the self-check-in and self-check-out facilities
- b) request users to show identification documents
- c) question a person found engaged in violating Library rules and security
- d) report violators to the University authorities for inquiry and disciplinary measures

4.6.3 *Disciplinary Procedures*

4.6.3.1 Any violation or suspected violation of Library security will be reported for inquiry and equitable disciplinary measures by the competent authority appointed by the University.

4.6.3.2 Punitive actions may range from reprimand to dismissal depending on the offence of the user.

4.6.3.3 Law enforcement agencies will be informed in cases of criminal offences.

4.7 *Budgetary and Financial Management*

To meet its mission goals and be consistent with its vision statement, the Library has to supply and sustain resources in its Library and Archive through strategic financial management and practicable budgeting. For this purpose, the Collection Policy of the Library comprising both Development and Management need supportive funding.

4.7.1 The overall budget proposed by the Library Advisory Committee in consultation with academic Departments, Schools and Centres will be considered by the Head of Finance, and put up to the relevant Finance Committee for approval.*

4.7.2 Interim budgetary supplements for prioritized immediate needs may be requested by the Library, following the same procedure.

4.7.3 However, all attempts are to be made to reconcile immediate academic needs with overall aims of long-term Collection Development.

4.7.4 External funding will be sought and accepted in consonance with the nature and goals of the Library.

4.7.5 Private and public sources of funding may involve conditions and obligations. Once accepted after careful consideration, all such conditions and obligations will be fully met.

4.8 *User Access*

4.8.1 All *bona fide* members of the University community may have access to the resources and services of the library. They include currently enrolled students, faculty, officers and members of the

non-teaching staff. Professors Emeriti and retired employees will have access to the resources and services of the Library. They will not be deemed 'external' users.

4.8.2 In conformity with the Mission and Vision of the University, the needs of faculty, researchers, students and staff engaged in the approved programmes of teaching and research will have priority in accessing Library services. Extent of services to external users will not be allowed to disrupt the full discharge of obligations to current *bona fide* members.

4.8.3 External members may be restricted from accessing specified resources and services at the discretion of the authorities.

4.8.4 Registered alumni and alumnae may use the Library resources and services. However, user-fees may be charged at the discretion of the authorities for certain specified services. Prevailing rates of fees will be notified in the website.

4.8.5 Some resources of the Library and Ashoka Archives of Contemporary India--manuscript, print and electronic, may only be available onsite for external users. Such external users will include alumni and alumnae and students whose registrations have lapsed.

4.8.6 The University may make provision for the use of the Library resources and services without the payment of membership fee by

- a) members of partner institutions in collaborative programmes and teaching
- b) faculty and students on exchange or extension programmes
- c) visiting faculty and research students
- d) research students working under the direct guidance of a member of the faculty
- e) members of libraries with which the University Library may have arrangements for inter-library lending
- f) qualified members of the faculty, librarians and researchers of other institutions of higher education
- g) citizens of India when the relevant material sought may be deemed a resource for public service (e.g. a document needed by the law courts) or community information system (e.g. a document required to provide weather warnings)
- h) immediate families of resident staff over the age of 18
- i) business users recommended by sponsors or any member of the Board
- j) donors of special collections.

4.8.7 External users may be charged membership fee and user-fees for specified services at rates determined by the authorities. Categories of external users to be charged membership fees will be decided by the concerned management appointed by the University. Prevailing rates of fees will be notified in the website.

4.8.8 External users of all categories will have to register themselves and procure identity cards or access passes for use of the Library onsite after paying the membership fee as applicable.

4.8.9 Visitors must procure access passes for entering the Library after registering details about themselves as and when requested. Users' details as provided on request will be logged on the Library system.

4.8.10 Additional conditions apply in the Ashoka Archives of Contemporary India, the Rare Books Section and Special Collections.

5. *Guidelines for Considering Requests for the Repatriation of Items from the University Collections*

5.1 *Guidelines*

The guidelines and procedures in this section will be used to consider whether an item or items from the University's Collections may be repatriated to bona fide claimants or competent authorities. The following criteria are to be considered in assessing requests for repatriation:

- 5.1.1 Evidence of past ownership and the claimant's relation to past owners and their authority to make such a claim or request must be furnished.
- 5.1.2 History of acquisition of the item by the University will be examined.
- 5.1.3 Evidence must be furnished of the cultural, religious or scientific importance of the item to the community or group if a request is made in its name.
- 5.1.4 The repatriated item should be returned to the care of an institution or individual capable of looking after such an item.
- 5.1.5 The particular individual or community taking custody of the repatriated item should have acceptability to the group claiming the item, and the items should be available to scholars for research and study.

5.2 *Procedures*

- 5.2.1 Once a request is processed, procedural guidelines for repatriation will be determined by the authority empowered by the University to assess the merits of a case. Domain experts may be called in to assess a request, and the University will engage the competent authority according to the nature of a case. However, the head of Collections (e.g. the Director of Library Services / Chief Librarian or any other official of a relevant designation that the University may appoint) will report to the Board of Management the recommendations of the experts concerning repatriation and, when necessary, of the procedure of repatriation.
- 5.2.2 All government procedures will be followed in instances where an item involves other countries or any government institution in India such as a library, archive and museum, owned or governed by the state.