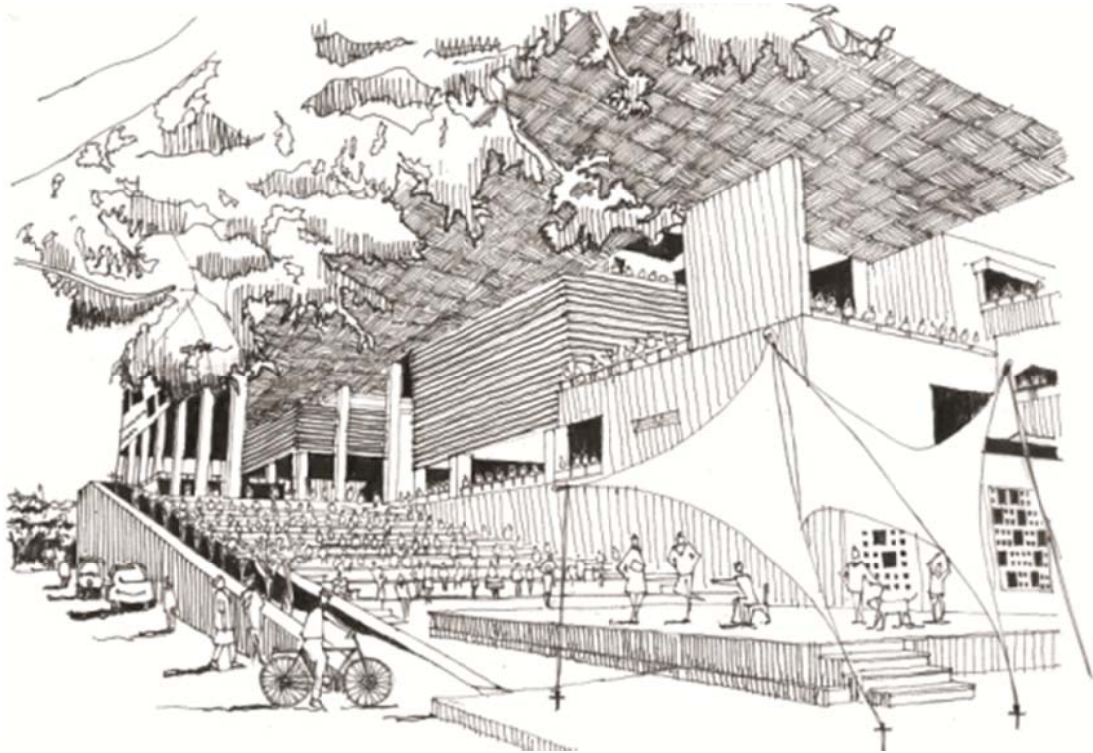




योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, MHRD, Govt. of India

CENTRAL LIBRARY

USER MANUAL



Survey No.4/4, ITI Road, Vijayawada - 520 008., A.P., India.
E-mail : registrar@spav.ac.in Website : www.spav.ac.in.

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About the Central Library

The Library of School of Planning and Architecture Vijayawada (SPAV) is an integral part of an academic system whose primary function is not only to serve students, researchers, faculty and staff but also to create a conducive environment for education, research and innovation.



Vision

SPAV Library becomes a **SOURCE** of knowledge for **PROFESSIONALS** to empower the **ACADEMIA** and enrich **VISIBILITY**.

Mission

S – Creating a **State-of-the-art and self-service** environment for professionals to meet education, research and innovation needs.

P – Creating a **Professional resource priority pool** for discovering, delivering, and disseminating knowledge.

A – Making the **Academic system alive** and offer effective services.

V – Promoting **Visibility and value system**.

History

Library of SPAV is one of the ingenious and technical libraries in the southern region supporting teaching, learning, research and consultancy activities in the areas of Planning and Architecture across the country. It has started functional since 2008. The landscape of the library is not only a space for required bookish information but also a place for learning knowledge resources, databases, discovery tools and techniques to meet unique and specialized needs of the academic community. The library is well equipped with both WIFI and Broad Band internet connectivity. Often library encourages and inspires academic and research communities motivating to write, publish research articles and invent new products, processes, and services. It acquires books, periodicals and other materials (both print and electronic) in the field of architecture, planning, environment, civil and transport engineering etc. and also provides digital information services.



Overview of Central Library

| | | |
|--------------------------------|---|--|
| Library Hours | Working Days | From 9.00 a.m. to 8.00 p.m. |
| | During Examination | From 9.00 a.m. to 8.00 p.m. |
| Book Collection | Books (Print) - Text and Reference Books | More than 6914 (as on 15.10.2020) |
| | E-books (Open Access) | More than 2300 |
| Journal Collection | Print Journals | Around 82 |
| | Online Journals | More than 4000 |
| Map Collection | Toposheets | Around 126 |
| | District Maps | Around 15 |
| Thesis Collection | M. Arch/ M.Plan/B. Arch/B.Plan/Ph.D | Around 817 |
| E-Databases | Online Databases | Districtsofindia.com |
| | | Indiastat.com |
| CD-ROM databases | CD-ROMs (including Census, ASI, NSSO Data etc) | Around 80 |
| Project Reporter Online | Covers more than 100 projects | Published on 1st and 15th of every month. |
| Web-OPAC | Web-based Online Public Access Catalogue | Information Search and Retrieval |
| Library Software | LMS - LIBSYS 7 | Check-in, Check-out, Renewal and Reservation |
| Turnitin & Urkund | Anti-plagiarism Software Through ESS Consortium | To detect duplication works |
| Question Paper Online | B.Arch, B.Plan, M.Arch and M.Plan Courses | 2009 - 2015 |
| Open Access Resources | E-books | DOAB; INTECH |
| | E-journals | DOAJ; INTECH |
| | E-articles | Architecture Commons |

| | | |
|---|--|----------------------------|
| | Webcourses | NPTEL and Open Courseware |
| | Abstracts | <u>PADDI</u> |
| | Full-text | <u>Architectour.net</u> |
| | Digital Map Shop | Ordnance Survey OpenData |
| | Toolkits | <u>RIBA Climate Change</u> |
| | Scientific Research Tool | <u>SCIRUS</u> |
| | Union Catalog | Worldcat; OAlster |
| | Repository | UN HABITAT E-Resources |
| | Global Directory | OpenBuildings |
| Information Services | Circulation Services | Provided to Users |
| | Reference Services | |
| | Scanning Services | |
| | CD-ROM Services | |
| | Electronic Document Delivery | |
| | Photocopying Services | |
| | Printout Services | |
| No. of Books to be Issued to Users | Faculty/Guest Faculty/Officers | 5 Books |
| | Research Scholars (Ph.D.) | 5 Books |
| | Students (M. Arch/ M.Plan/B. Arch/ B.Plan) | 2 Books |
| | Staff | 2 Books |
| Loan Duration | All users | 21 days |
| Fine | Up to 21 days | NIL |
| | After 21-28 (7 days) | Per Day Rs. 1 |
| | After 8 day onwards | Per Day Rs. 5 |

Library Divisions

- **Acquisition Section** – new books and periodicals purchase and process.
- **Technical Processing Section** – Classification and Cataloguing books including bar-coding, labelling etc.
- **Digital Library Section** – Online resources/CD-ROM/Audio/Video accessibility and students having access to computers and internet etc.
- **Periodicals Section** – for displaying journals, magazines, newspapers etc.
- **Reference Books Section** – for displaying Reference books
- **Bound Volumes Section** – for displaying Back volumes of periodicals
- **Binding Section** – Binding of works
- **Semi-conference Room** – for library meetings.
- **Photocopying Room** – photocopying/printout services
- **Storage Room** – Storing unwanted materials and old newspapers etc.
- **Personnel Belongings Room** – to keep students belongings

Books

Central Library purchases books of respective of field of study and other disciplines either by direct or through bulk purchase by sending request to approved vendors or through exhibitions. The details of the books purchased for the last years mentioned below:

| No. of Volumes in Year wise – Central Library, SPA Vijayawada | | | | |
|--|------------------|------------------|----------------------|-----------------------|
| Sl. No | Year Wise | Acc. No. | No. of Titles | No. of Volumes |
| 1 | 2008-10 | 01-1046 | 980 | 1046 |
| 2 | 2010-11 | 1047-1428 | 366 | 382 |
| 3 | 2011-12 | 1429-1627 | 176 | 199 |
| 4 | 2012-13 | 1628-3160 | 1419 | 1533 |
| 5 | 2013-14 | 3161-3705 | 508 | 545 |
| 6 | 2014-15 | 3706-4050 | 292 | 345 |
| 7 | 2015-16 | 4051-4203 | 153 | 153 |
| 8 | 2016-17 | 4204-4420 | 217 | 217 |
| 9 | 2017-18 | 4421-4701 | 281 | 281 |
| 10 | 2018-19 | 4702-5354 | 653 | 653 |
| 11 | 2019-20 | 5355-6480 | 1126 | 1126 |
| Library Collection as on 31.03.2020 | | | 6171 | 6171 |

Periodicals

A list of periodicals (international, national journals and general magazines) is purchased from either by publisher or through vendors.

| List of Print Periodicals | |
|---------------------------------------|--|
| A) International Journals – 20 | |
| 1 | ACI Concrete International |
| 2 | ACI Structural Engineering |
| 3 | Architectural Digest |
| 4 | Architectural Record |
| 5 | Architectural Review |
| 6 | Architecture + Urbanism |
| 7 | Cities |
| 8 | Community Development Journal |
| 9 | Economist |
| 10 | Environment Impact Assessment Review |
| 11 | Geospatial World |
| 12 | Habitat International |
| 13 | Harvard Design Magazine |
| 14 | International Journal of Urban & Regional Research |
| 15 | Journal of American Planning Association |
| 16 | Journal of Housing and the Built Environment |
| 17 | Journal of Urban Design |
| 18 | Landscape Architecture |
| 19 | Planning Theory & Practice |
| 20 | The Lighting Journal |

| B) National Journals - 39 | |
|----------------------------------|--|
| 1 | Architect & Interiors India |
| 2 | Architecture + Design |
| 3 | Construction Week |
| 4 | Indian Highways |
| 5 | Indian Journal of Social Work |
| 6 | Journal of the Indian Road Congress |
| 7 | Stone Panorama |
| 8 | Urban India |
| 9 | Domus India |
| 10 | Indian Journal of Environmental Protection |
| 11 | Indian Journal of Transport Management |
| 12 | Indian Railway's Magazine |
| 13 | ITPI Journal |
| 14 | Lighting India |
| 15 | New Building Materials & Construction World |
| 16 | Better Interiors |
| 17 | Civil Engineering & Construction Review |
| 18 | Construction Technology Today |
| 19 | Construction World |
| 20 | IIA Journal (<i>Journal of Indian Institute of Architects</i>) |
| 21 | Indian Architect & Builder |
| 22 | Infrastructure Today |
| 23 | International Journal of Civil Engg. & Construction Technology |
| 24 | Intl Journal of Sustainable Civil Engineering |
| 25 | Journal of Flood Engineering |
| 26 | Journal of Landscape architecture |
| 27 | Maps Today |
| 28 | Marg: a magazine of the arts |
| 29 | Nagarlok |
| 30 | The Indian Concrete Journal |
| 31 | Indian Journal of Regional Science |
| 32 | IEI Journal - Series A |
| 33 | International Journal of Architecture |
| 34 | Indian Journal of Architecture & Interior design |
| 35 | Indian Journal of Architecture & Town Planning |
| 36 | Urban Vaastu |
| 37 | Urban Sanitation |
| 38 | Design Detail |
| 39 | Inside Outside |

| C) General Magazines – 23 | |
|----------------------------------|---------------------------------------|
| 1 | Better Photography |
| 2 | Digit |
| 3 | Down to Earth |
| 4 | E-governance |
| 5 | Employment News (<i>English</i>) |
| 6 | India Today (<i>English</i>) |
| 7 | India Today (<i>Hindi</i>) |
| 8 | National Geographic Magazine |
| 9 | Outlook |
| 10 | Outlook Business |
| 11 | Pratiyogita Darpan (<i>English</i>) |
| 12 | Pratiyogita Darpan (<i>Hindi</i>) |
| 13 | Reader's Digest |
| 14 | Samnya Gayan Darpan |
| 15 | Seminar |
| 16 | The Week |
| 17 | Time |
| 18 | Woman's era |
| 19 | Economist |
| 20 | Lonely Planet |
| 21 | Home & Design, Trend |
| 22 | Good Homes |
| 23 | Project Reporter (<i>Online</i>) |

Library Budget

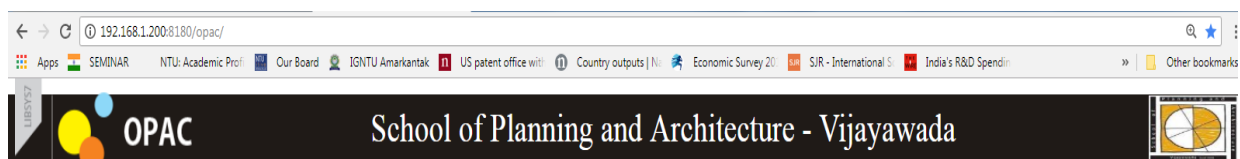
Around Rs. 01 Crore has been allocated to library based on demand for purchasing the both print and electronic resources as below:

- **Books: 40% (Architecture 25% and Planning 15%)**
- **Journals including Magazines Print: 20%**
- **Online Journals and Other Electronic Resources (including software): 30%**
- **Other Library Works including Binding etc. 10%**
- **More the library creates and provides resources, facilities and services, the more users' benefited.**

E- Library

E-library of SPA Vijayawada connects its users (students, researchers, faculty and staff) through either by WIFI and Broad Band Internet connectivity or by Local Area Network to access the both library subscribed resources and open access resources respectively.

- **Library Management System:** It is an integrated library software management system (LIBSYS 7) allows users not only to check-in, check-out, renewal and reservation of the library resources but also allows the staff to manage the library holdings including the acquisition of resources, housekeeping activities, system setup etc. electronically.
- **Web-based Public Access Catalogue –** It is an online catalogue ([Web OPAC](#)), connecting all the users from irrespective of locations in the campus to locate, browse, discover and retrieve the library own collections and also allows users to access directly from their desktops.



Welcome to OPAC

Instructions for On-line Public Access Catalogue

- > Search the database by using Simple Search Button in the above toolbar.
- > Narrow your search by using Advance or Additional Search Options.
- > Use browse option to look through the entire database alphabetically.
- > Check for new addition to the library using new arrivals button.
- > Check for the list of journals using journals button
- > Use My Account option to change your password or check overdue and reserve books.
- > Use help to get out of any trouble you face during any procedure.

Enter →

- **E-journals** – the library has subscribed more than [30 e-journals](#) from various publishers (Sage- Urban & Planning Subject Collection, EBSCO Art and Architecture Collection, JSTOR, South Asia Archives) and linked in the [library page of website](#) to access them online through IP-based only and remote access facility.

E- Journals

- **EBSCO's Art and Architecture**
 - **Economic and Political Weekly**
 - **Economist**
 - **Institute for Studies in Industrial Development (ISID)**
 - **JSTOR**
 - **SAGE Online (Urban & Planning Subject Collection)**
 - **The South Asia Archive**
 - **World E-Book Library**
- **E-books** – the library strives mobilise more than **2300 collection of open access e-books** in the field of Architecture, Planning and related areas of subjects and access them electronically in the library.
 - **E-databases** – the library subscribes a couple of databases ([Districtsofindia.com](#) and [Indiastat.com](#)) and linked in the [library page of website](#) to access. These databases cover socio-economic statistical data covering more than 640 districts and 5924 sub-districts of India and 33 socio-economic categories of India. These databases connected through IP-based only. No user ID and Password is required.

- **CD-ROM databases** – the library has more than 80 number of CD-ROMs including Census of India, ASI, NSSO Data and book accompanied materials etc. and access them locally.
- **Project Reporter Online** – the library subscribes a [Project Reporter Online](#) magazine and linked in the [library page of website](#). It basically covers more than 100 projects every fortnight from India which are in conceptual and implementation stage along with project updates, commissioned projects, contract awards. It is published on 1st and 15th of every month.
- **Old Question Paper Online** – library has uploaded various [Old Question Papers](#) of B.Arch, B.Plan, M.Arch and M.Plan from 2009 to 2015 and access them through [library page of website](#).
- **Webcourses** – the library has linked various open access web-based video courses like [NPTEL](#) and MIT [OPenCourseWare](#) etc. and access them through our [library page of website](#) to benefit a large community of users.
- **Open Access Databases** – the library also has linked the following open sources journals and databases etc below in the [library page of website](#) for the benefit of the large community local and remote users.
 - E-books – [DOAB](#) & [INTECH](#)
 - E-journals - [DOAJ](#) & [INTECH](#)
 - E-articles - [Architecture Commons](#)
 - Abstract Database - [PADDI](#)
 - Full-text - [Architectour.net](#)
 - Global Directory - [OpenBuildings](#)
 - Digital Map Shop - [Ordnance Survey OpenData](#)
 - Toolkits - [RIBA Climate Change](#)
 - Scientific Research Tool - [SCIRUS](#)
 - Union Catalog - [OAlster](#)
 - Repository - [UN HABITAT E-Resources](#)

Turnitin & Urkund (Anti-Plagiarism)

Anti-plagiarism Software are used to detect illegal copying of academic and research works. It also provides academic institutions to easily determine if students are writing and submitting original work.



The Anti-plagiarism Software searches the Internet, websites and other databases of papers and digital texts for sources of potential plagiarism utilizing its unique technology.

Electronic Information Facilities and Services:

The library provides the following services to its users effectively:

- **Circulation Services**
- **Reference Services**
- **CDROM Services**
- **Scanning Services**
- **Electronic Document Delivery Services**
- **Print-out Services**
- **Photocopy Services**

Apart from the electronic library resources, the library uploads information about the library including vision, mission, print journals, book requisition form, staff etc. online. It also provides electronic information facilities and services to their users subsequently.

Conferences, Workshops and Training Programmes

Central Library of the School has organized various National and International Conferences, Workshops and Training Programmes to create awareness among its clients, librarians, information professional, scientists, engineers etc. in order to meet their education, research and innovation needs.

| Sl. No. | Programme | Organized by | Duration |
|---------|--|---|---------------------|
| 1. | International Conference on Scholarly Communication, Open-access Publishing and Ethics | Central Library, SPA Vijayawada | 25-26 October 2018 |
| 2. | “Regional (South – IV) Workshop on “Institutional Digital Repository (IDR-2017)” jointly organized by Central Library, School of Planning and Architecture, Vijayawada and IIT Kharagpur | IIT Kharagpur under National Digital Library project sponsored by MHRD, Govt. of India and SPA Vijayawada | 21-22 April 2017 |
| 3. | Workshop on Scholarly Communication and Plagiarism | SPA Vijayawada | 07 Nov., 2016 |
| 4. | How library resources influence the teaching learning and research | SPA Vijayawada | August 03, 2016 |
| 5. | Scholarly Communication and Intellectual Property Rights (SCIPR-2014) | SPA Vijayawada | August 04-05, 2014. |
| 6. | Workshop on Access to Online Resources: Way for Education, Research and Innovations (AORERI-2015) | SPA Vijayawada | March 07, 2015 |
| 7. | Workshop on “Creating Awareness about Research Tools” | SPA Vijayawada | September 20, 2014 |

Library Rules and Regulations

योजना तथा वास्तुकला विद्यालय, विजयवाडा
School of Planning and Architecture, Vijayawada

CENTRAL LIBRARY

No. SPAV/CL/2014/25

Date: 01.01.2014

Sub: Proposal for creating Rules & Regulations of the Central Library of SPAV

Please find enclosed herewith the document regarding the rules & regulations of the Central Library of School of Planning and Architecture Vijayawada (SPAV) for your kind suggestion and approval.

Kavashan
Dy. Librarian

01/01/2014

Registrar

to be approved
by
2/1/14

366/Dis/2014
07/1/14

Director
N. Cheluvu
07/01/2014

Registrar
Dy. Lib
by
8/1/14

RULES AND REGULATIONS

The Library of School of Planning and Architecture Vijayawada (SPAV) is a part of academic system whose primary function is not only to serve students, researchers, faculty and staff but also to create a conducive environment for education, research and innovation.

This library started functional since 2008. At present, the library holds around 3354 collection of books and more than 80 numbers of periodicals (both print and electronic). Many functions of the library are manually operated and to be automated soon. In order to enrich, empower and control over the library system, resources and services, certain rules and regulations of the library are framed below for smooth functioning of the library.

Membership

- The membership of the library is open to all users (*students, researcher, faculty, visiting faculty and staff*).
- The membership of the library may also be extended to universities/institutions as well as corporate bodies within a restricted limit with specific approval of Director.

Library Timing

- Monday to Friday : 09.00 AM to 5.30 PM
- During Examination Time : 09.00 AM to 07.00 PM

Circulation Timing

- Circulation section is kept open from 09.00 a.m. to 01.00 p.m. and from 02.00 p.m. to 05.30 p.m. for transacting books (issue/return/renewal/reservation).

Lending Books

- Books and certain other documents held by the library may be issued to the members as per their eligibility as shown below:-

| <u>Sl. No.</u> | <u>Category</u> | <u>No. of Books issued</u> | <u>Duration</u> |
|----------------|---|--------------------------------|-----------------|
| 1. | Faculty/Guest Faculty/Officers | 5 | 21 days |
| 2. | Research Scholars (Ph.D.). | 5 | 21 days |
| 3. | Students (M. Arch/ M.Plan/ B. Arch/ B.Plan) | 2 | 21 days |
| 4. | Staff | 2 | 21 days |

Notes:

- Members proceeding on long leave or on deputation or completion of tenure should return all documents borrowed by them.
- A document may be recalled before the due date if required urgently in the library.
- The borrowers are requested to check the books thoroughly before checkout. Any damage found in it must be brought to the Librarian's notice.

Late Fee

Borrowed documents must be returned/renewed on or before the due date. In case of documents being overdue, borrowers have to pay fines as stated below:

| <u>Days from date of issue</u> | <u>Fine amount per day</u> |
|--------------------------------|---|
| 1 – 21 | Nil |
| 22 – 28 | Re. 1/- |
| 29 – 42 | Rs. 5/- |
| Beyond 42 | The library will consider that the book is lost by the borrower and action shall be initiated to recover the cost of the document as per the prevailing rules, along with fine. |

Membership will be temporarily suspended till the book is return or account settled.

Note:

1. Fine calculation will be applied to all categories of members in uniform manner.
2. Fine rates will be revised if necessary.

Reservation for issue of documents

- Members can reserve documents, if the same is in issue. The reservations will be in queue.

Renewal of books

- Books may be renewed for another 21 days if there are no reservation.
- Renewal is permissible only to borrower in-person with the borrowed document.

Reference books

Reference collection including maps is not to be issued. In case of quick reference, particular reference book may be issued for 2 days by filling the form of "Request for Reference Book".

Reference Periodicals

Periodicals and other bound volumes of periodicals are not to be issued. In case of quick reference, particular periodicals may be issued for 2 days by filling the form of "Request for Reference Periodicals".

Replacement of books

- If the user loses a book, he/she has to return the exact/latest edition of the book to the library with admissible fines. Or pay the cost of the book twice + processing cost Rs. 50/-.

- If the user loses one volume of a multi-volume set and is unable to replace the lost volume, he/she has to pay for the entire set of volumes with admissible fines.
- In case of out of print books, the price of the book shall be the money actually paid by the library at the time of purchase. In case of foreign books, the price paid will be calculated in foreign currency and converted to Indian rupees at current rate of conversion. If the user chooses to replace the book (out of print) by a second hand original print copy (not photocopy materials), the library may accept it or at the discretion of the librarian considering the condition of the book.

Xerox Facilities

Photocopying services are available against payment. Users' are personally responsible for complying with copyright act while photocopying library documents.

Printout on Demand Facilities

Printout facilities are being provided against payment.

General Instructions

- Readers and visitors are requested not to bring their personal belongings inside the library.
- Personal books/journals will not be allowed inside the library for any purpose
- All members must go through the security process.
- Users are requested to leave the books/documents on the reading table after consultation and advised not to re-shelve the documents.
- No food and beverages, bags of any size is permitted in the library premises
- Users should maintain silence in the Library.
- Users shall not to bookmark, scribble, fold, and damage any library document. Violating of this provision will attract penalty under Institute's discipline conduct rules.
- Anyone trying to steal a book/journal/map or any kind of documents, he/she will be severely punished fully/partially.
- The library rules and regulations shall be modified from time to time and shall be binding on all concerned.
- Violating library rules will be reported to the appropriate authority.



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School of Planning and Architecture, Vijayawada
An Institute of National Importance, MHRD, Govt. of INDIA.

CENTRAL LIBRARY

ACQUISITION POLICIES AND PROCEDURES 2017

Central Library (CL) of School of Planning and Architecture Vijayawada (SPAV) intends to create acquisition policies and procedures for purchasing library resources such as books, journals, databases, learning resources in both print and digital form to meet the needs of students, researchers, faculty and staff. A methodology is to be followed in order to acquire, develop and update the library collections in easy and legitimate way.

1. Selection of resources

The following methods, tools and techniques will be used for the selection of resources for the library:

1.1. Tools applied

Various tools such as books reviews, publishers' catalogues, and latest announcements of specific reputed publications are to be used for selecting library resources.

1.2. Recommendations

- a) **Through Requisitions Forms** - an indenter (faculty, officers, research scholars and students) is supposed to fill-up the requisition forms (**Annexure-1**) and get it counter signed by HOD/HOO etc., and send it to the library for purchasing books along with a small write-up about the books.

Note: This is not applicable to journals purchase.

1.3. Criteria

- (a) **Subject coverage** – New, relevant and research-oriented books in the field of architecture, planning and science and engineering, etc.
- (b) **Language** – English and Hindi.
- (c) **Format** - Accepted both print and digital media including audio and visual.
- (d) **Date of Publication** – Preferably within 5 years of date of publication. However older publications may also be considered for purchase based on their importance.
- (e) **Edition** - Latest addition preferred.
- (f) **Choice** - Hardbound books preferred, if not available paper-back may be accepted.
- (g) **No. of Copies** - One-copy of research-oriented books; multiple copies (not more than 05 copies) of text-books in the field of architecture, planning and science and engineering etc.

1.4 Method of purchase – there are three types of purchases for procurement of library books and other materials based on the acquisition procedures:

- a) **Direct Purchase** – in view of the urgency, the library (*Librarian/Dy. Librarian*) may directly purchase a limited number of books costing upto Rs. 15000/- against the recommendations through **requisition form (copy enclosed) or an email**.
- b) **Bulk Purchase** – a greater quantity of books may be selected and acquired through the following procedures.
- c) **Purchase of Books/Journals/Digital Data Directly** – Director has the power to purchase books/journals directly without going through the Library Purchase Committee and recommend purchases directly to library which need not go through the committee including **digital data**.

1. **Quantity** – for more than **100 titles** purchased by the library, the following procedure to be followed:

- a. *Seek quotations from all empanelled/approved vendors* – for supplying of books within two weeks time. In this, minimum 3 quotations are required for purchasing. Vendor offering **highest discount over and above the minimum discount as suggested clause no. 6 (II) is preferred**.

2. **Quantity** – for less than **100 titles** purchased by the library, the following procedure to be followed:

Selection of vendor(s)/supplier(s) – the committee selects minimum of 2 to 4 empanelled vendor(s) based on their previous performance.

3. **Purchase of Books through a Book Fair/ Exhibition** – The books can also be purchased through Book Fair/ Exhibition organized by SPAV Central Library from time to time. Vendors other than the empanelled vendors may also be considered to participate through a public domain invitation (SPAV official website/ Newspapers).

2. **Empanelment of vendors/suppliers**

Invitation of the prospective vendors / suppliers shall be through public domain (SPAV official website/ Newspapers) for empanelment to supply books and other materials (*CD/DVD and audio visual materials*) to the library of SPA Vijayawada. The library committee will examine the credentials of the vendors/suppliers and their membership in any professional bodies/associations like Federation of Publishers and Booksellers' Associations in India (FPBAI) and recommend the list for empanelment.

2.1. **Approved Vendors/Suppliers** – After the approval of the list by the competent authority, the list will be notified or updated on website for supplying books and other materials (*CD/DVD and audio visual materials*) to the library of SPA Vijayawada. Further, the list may be renewed and new firms may be added every year by the library committee.

2.2. Term - empanelment of approved vendors/suppliers list will be valid for two years.

3. **Enquiry on Availability of Books**

An e-mail query will be sent to any approved vendors for supplying books and other materials for library procurement. On a receipt of the email, the vendor will notify the library regarding the availability of books and agreed to supply them in stipulated period of time against the Purchase Order (PO). The preferred mode of communication will be by e-mail fax and post.

4. **Placement of Purchase Orders (PO)**

As suggested, the PO will be issued by the *Librarian/Dy. Librarian/Library Officer*. The pro-forma of the PO with terms and conditions is attached in **Annexure-2**.

5. **Acknowledgement and Acceptance of the Order**

The supplier on receipt of PO, is required to acknowledge the receipt of the order by returning the signed duplicate copy by mail immediately as a token of their confirmation with respect to acceptance of PO.

6. **Supply Books and Other Materials**

Against the PO, vendors/suppliers are authorized to supply the ordered list of books and other materials along with price proof (*publishers' catalogue/invoices*) of each document and duly stamped and signed on it. Time will be stipulated to execute supply. In the event the vendor/ supplier fails to deliver the books within the stipulated date, the order is liable to be cancelled. The preferred mode of delivery of books on approval will be in person by hand delivery at the Central Library. However the other mode of delivery may be by registered parcel, courier services or any other mode of recorded delivery and in such types of delivery, loss, damage pilferage in transit if any will be sole responsibility of the vendor/supplier. While delivering, the bearer is requested to bring challan bearing number, date and our reference no. for each item for effective communication.

I. **Duration of supplying books** – for Indian publications 30 days (one month) and for foreign publications 60 days (2 months).

II. **Minimum Discount Structure** – the committee studied the existing discount structure of SPA Vijayawada and noted that the discount for **text books 20-25%**, for **reference books 25%** and **society publications 10%** over the original price of publication. Negotiations may be done to get more discount subject to volume of books.

Note: *In many cases of NGO/University/Government publications, this may not be applicable.*

In order to acquire, develop and update the library collections in easy and legitimate way, the committee also compared the discount structure with other SPAs.

- o SPA Delhi 15% Discount
- o SPA Bhopal 20% Discount

III. Exchange Rate – conversion rate of foreign currencies will be charged as per the Good Offices Committee (GOC) rates prevailing on the date of the invoice/bill or bank rates, as announced on RBI web site (considered the Date of PO issued).

7. Receiving of Materials and Bill processing

After receiving the materials, the library has to undergo the process of verification of the documents physically as per details of PO. A book passing the verification successfully is considered ready for accession and the normal procedure for accession is to be followed for this purpose. Thereafter the bill for the same has to go for payment.

8. Payments

After the completion of the necessary stock entry, the invoices/bills, approved list and order forms and related documents are to be sent to the Purchase Section/Finance Department to settle the accounts.

9. Donations


Complementary, gifts, donated books may be accepted subject to the condition of gift items.

10. Copyright Agreement

The CL makes every effort to comply copyright laws with the publishers while acquiring both print and online resources.

Recommended by CLAPC


S. V. Krishna Kumar
Member


Deen Maqbool Ahmed
Member


D. Srinivas
Member


Dr. Y. Srinivasa Rao
Convener


Dr. Natraj Kranthi
Chairman

Approved by

Director


22/12/17

Empanelled Vendors



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
 An Institute of National Importance, MHRD, Govt. of India.

CENTRAL LIBRARY

18/SPAV/LIB/EV/2020/01

EMPANELLED VENDORS

| | | | |
|----|--|----|--|
| 1 | Aditya Books Pvt Ltd, B-116, Block B, Sector 67, Noida, Uttar Pradesh 201301 | 14 | Metro Books, House No-309, Pocket-1, Phase2, Netaji Subhash Appartment, Dwarka Sector 13, Delhi - 110078 |
| 2 | Ahuja Book Company Pvt. Ltd., 4348/4c , Ansari Road, Darya Ganj, New Delhi-110002 | 15 | Millennium Enterprises, C/5-C, Mangaldas Wadi, Opp Temple, Naaz Cinema Compound 393, Lamington Road, Mumbai - 400004 |
| 3 | Atlantic Publishers & Distributors (P) Ltd, 7/2, Ansari Road, Darya Ganj, New Delhi 110002 | 16 | Naveen Books International, 4787/23 G-5, Ground Floor, Ansari Road, Darya Ganj, New Delhi 110002 |
| 4 | Cascade Book Distributors, 9, Choudhary Complex, Hanuman Mandir Premisses, Near ECC Flat, Kadma, Jamshedpur, Jharkhand - 831005 | 17 | Paramount Book Distributors, 28-8-3, 1st Floor, Opp. Sri Venkateswara- Theatre Out Gate, Surya Bagh, Visakhapatnam 530002 |
| 5 | CBS Publications & Distributors Pvt. Ltd., #3-3-50, First Floor, Above TSSPDCL Office, Amrutha Arcade, B' Block, Kachiguda, Hyderabad-500027 | 18 | Shankar's Book Agency Pvt Ltd, 103, Munish Plaza, 20, Ansari Rd, Daryaganj, New Delhi, Delhi 110002 |
| 6 | Central News Agency, 4-E/15 Jhandewalan Extension, New Delhi 110055 | 19 | Technical Book Source, 202, Onkar House, 15 Agarwal Road, Darya Ganj, New Delhi - 110002 |
| 7 | Chennai Books Store, H. No.3, Ext. I Som Bajar Road, Uttam Nagar, Delhi - 100059 | 20 | The Book Syndicate, 343, Sri Krupa Market, Mahaboob Mansion, Malakpet, Hyderabad -500036 |
| 8 | Creative Books, C-91/1 Yadav Nagar, Near Badli Metro Station, Delhi -110042 | 21 | The Standard Book Company, 1195, 28th Main, 35th "B" Cross, 4th "T" Block, Jayanagar, Bangalore - 560041 |
| 9 | Cyber Info Services, 4-3-469 & 372, Lane Opp., Central Bank of India, Hanuman Tekdi, Hyderabad - 500001 | 22 | The Word Bookshop, 899, Boottee Street, Near Camp Railway Reservation Centre, Pune, Maharashtra-411001 |
| 10 | Datanet India, D-100, First Floor, Okhla Industrial Area, Phase- I, New Delhi-110020 | 23 | Total Library Solutions (India) Pvt. Ltd., WZ-248, 2nd Floor, Plot No. 7, Inder Puri, New Delhi - 110012 |
| 11 | Hi-Tech Book Services, GF-5, Ganapati Bhawan, 4675/21, Ansari Rd, Darya Ganj, New Delhi - 110002 | 24 | Vardhman Books, C-1/146, Grd Floor, Yamuna Vihar, Delhi - 110053 |
| 12 | INSAT Books & Periodicals, 4575/15, Onkar House, Main Aggarwal Rd, Darya Ganj, Delhi - 110002 | 25 | Variety Books Publishers Distributors, B-10, Street No. 02, West Vinod Nagar, Delhi 110092 |
| 13 | Indu Book Services, 4638, 1st Floor, 21 Ansari Rd, Darya Ganj, New Delhi -110002 | 26 | Wellworth Books International, 106C, AG-1 Vijas Puri, New Delhi 110018 |

Survey No. 4/4, ITI Road, Vijayawada - 520 008, A.P. India.
 E-mail : registrar@spav.ac.in, Ph : 0866-2469 446, Website : www.spav.ac.in



Purchase Order Form

ANNEXURE-2

PURCHASE ORDER – CENTRAL LIBRARY



School of Planning and Architecture
Vijayawada - 521104

FAX: 0866-2469451
e-mail: registrar@spa.ac.in
Website: www.spa.ac.in

Purchase Order No.: _____ Date: _____

To

Sub: Supply of Books
Ref:

Dear Sir,

With reference to the above, purchase order for the following books is being placed with your firm in accordance with the terms and conditions mentioned overleaf.

| Item No. | Description of Books | No. of Titles | Total Price in Rs. (approximately) |
|--------------|----------------------|---------------|------------------------------------|
| Discount 25% | | | |
| Total | | | |

1. Duties : Inclusive
2. VAT : Inclusive if applicable
3. Entry Tax : Inclusive if applicable
4. Packing/forwarding Cost : Inclusive
5. Freight : Inclusive
6. Transit Insurance : At supplier's cost
7. Warranty : Not applicable
8. Delivery : Central Library, SPA, Vijayawada
9. Delivery Period : Within 60 days from the date of this Purchase Order.
10. Consignee's Address : Librarian, Central Library, SPA, Vijayawada – 521104
11. Invoice to be in the name of : Registrar, SPA Vijayawada,
12. Invoice (3 copies) to be submitted to : Librarian, Central Library, SPA Vijayawada, Sy.No. 71/1, NH-5, Nidamanuru – 521104, Vijayawada, Krishan, A.P.
13. Terms of Payment: By crossed account payee cheque drawn on SBI, Nidamanuru Branch, Vijayawada or any other bank in Vijayawada within 30 days from receipt of stores in good condition and the invoice.
14. Special Clauses: _____
15. For queries on the books, you may contact: Dr. YS Rao, Ph. 0866-2469466

shree
2/12/17

Y.S. Rao
2/12/17

shree
2/12/17

shree
2/12/17

Librarian/Dy. Librarian

OTHER TERMS AND CONDITIONS

1. **Acknowledgement and Acceptance of the Order** - The publishers/vendors/supplier should acknowledge the receipt of the order by returning the signed duplicate copy within 15 days of the date of the purchase order and confirm whether he/she is willing to accept the order.
2. **Delivery of Books** -
 - a) Only 'new books' and not 'used and new books' must be delivered.
 - b) The delivery period is as under:
 - Indian Publications: 30 days from the date of the purchase order.
 - Foreign Publications: 60 days from the date of the purchase order.
3. **Consignee and Mode of Despatch** - The books should be consigned to Librarian, Central Library, SPA Vijayawada, Sy. No. 71/1, NH-5, Nidamanuru - 521104, Vijayawada, Gishan, A.P by Speed Post Parcel/Registered Parcel/Courier/Person.
4. **Despatch Documents** - Intimation relating to the mode of dispatch should be mailed to Librarian. Original dispatch documents are forwarded to the Librarian by Registered Post.
5. **Preparation of Bill** - The Bill should be prepared preferably in the same order as in the Purchase Order.
6. **Submission of Bill** - The Supplier should submit the bill in triplicate mentioning the order no. and date. The Bill should accompany the relevant challan in duplicate and the supporting documents: copy of the original import invoices (or current publishers' catalogue or Publisher's Price list duly stamped and signed).
7. **Price Certificate** - A price certificate should be incorporated in the bill stating that price quoted is correct. In case there are special price offers by the publisher, the same should be communicated to the Librarian and billed accordingly.
8. **Exchange Rate** - Conversion rate of foreign currencies will be charged as per bank rates, as announced on RBI web site, or Good Offices Committee (GCC) rates prevailing on the date of the bill.
9. **Income Tax Related Papers** - Current Income Tax Clearance Certificate, Income Tax No. and Permanent Account Number should be furnished along with your invoice, if not furnished earlier.
10. **Latest Edition** - Books of the latest edition should be supplied, with intimation to that effect to the Librarian, even though the Purchase Order may have specified an older edition.
11. **Discount** - Standard discount rate is 25%. Lesser discount cases should be properly justified.
12. **Processing of Bills** - If the books are supplied in good condition as per the Purchase Order complying with the terms and conditions, the Acquisition section will process the bills and forward the same within 15 days to the Accounts Section for payment.
13. **Return of Bad Books** - If a supplied book doesn't conform to specifications or if the pages are torn or missing or the copy is old or is not in good condition, the Supplier will be asked to take back the book at his own expense and replace it within one month, otherwise the order will be cancelled. The Librarian will not be responsible for such books if not taken back and replaced within the said period.
14. **Delayed Supply** - Supply of books beyond the stipulated date of delivery (including the extension granted, if any) will lead to a 2% penalty of the listed price on the Supplier.
15. **Cancellation of an Order** - The order is liable to be cancelled at the discretion of the institute, if the delivery is not made within one month after the expiry of the stipulated delivery date, unless explicitly permitted by the institute before the expiry date.
 - Books not conforming to specifications and not in good condition should be replaced within one month otherwise order for those books will be cancelled.
16. **Delisting of Suppliers** - A Supplier who frequently supplies books that do not conform to specifications or not in good condition will be delisted. Suppliers who frequently result to delayed supply are also liable to be delisted.
17. **Recovery of Financial Loss to the School** - Suppliers must certify on the bills that the price charged is correct and no special offers/low priced editions are available.
 - On account of the supplier not informing us of the availability of low-priced edition books or not informing us of special price offers from publisher, any loss incurred to the school will be recovered from the amount payable to the Supplier.
18. **Exclusive Rights of Librarian** - The Librarian reserves the right to:
 - Cancel an order at any time without assigning any reasons
 - Change any clause in the terms and conditions listed above

Copy forwarded to:

- 1) Acquisition Section, Central Library with reference to Requisition No. _____
Acquisition Librarian is requested to test the books when received and, if found in order, to send the certified invoice to Purchase Section within a week of receipt of books. If the books are found defective, the vendor should be intimated as soon as practicable.
- 2) Prof./Dr./Mr. _____ Department of _____ for information and follow up.
- 3) Purchase Order File.

*Below
2/1/2012*

*Inf.
2/1/2012*

*Acq
2/1/12*

[Signature]

Staff

DY. LIBRARIAN



Qualifications

Dr. Y. Srinivasa Rao

MA., MLISc., PGDCA, PhD.,
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Nodal Officer - NIRF &
DY. I/C JOSAA/CSAB - 2018

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[Publications](#)

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[Publications](#)

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“The more you access the library and its resources the more you benefited”