UIT UNIVERSITY

LIBRARY & LRC

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Note: The policy is effective from 20-November-2025 and supersedes all previous versions. It will remain in force until revised or replaced by an updated policy issued by the University's authority.

TABLE OF CONTENT

Section 1

1. INTRODUCTION

1.1 The Library of UIT University (UITU) serves as a Library and Learning Resource Center (LRC). It serves as the backbone of all educational and academic activities. LRC is the hub of learning and information for faculty and students. The enriched collection of the latest books on core disciplines and other areas, in a comfortable environment, provides students with opportunities to enhance their knowledge and complete their curriculum requirements, including subject knowledge, assignments, projects, etc. The UITU Library also offers a wide range of services to meet the specific needs of students and faculty.

1.2 The LRC is equipped with facilities that provide study spaces that accommodate our students' diverse learning styles. It is divided into several zones to meet the unique needs of the student community at UITU.

1.3 OBJECTIVES

1.3.1 To provide users with an environment conducive to meaningful study and research.
1.3.2 To ensure unbiased access to the available library resources.
1.3.3 To ensure efficient books accountability and prevent losses.

1.4. APPLICABILITY

1.4.1 These SOPs shall apply to all users, resources, services, and facilities

1.5. DEFINITIONS

Title	Definitions
Users	**Students, Faculty, Staff**
Reference Material	Encyclopedias, Dictionaries, Thesauruses, Atlases, handbooks, Journals, Serial Publications, Periodicals, and other special/ reserved materials, e.g., Reports, Rare books, Manuscripts, and protected documents.
Faculty	Teaching staff of the University.
Staff	All non-teaching staff of the University.
Students	All enrolled and registered students of University
Officers	Higher management of the University.
Defaulters	Anyone who violates the library rules and regulations in any manner.
Recall	Notice/request sent by the library to users to return the issued material before the due date. The recall is sent if the material is urgently required by another user or the library itself in unavoidable circumstances.
Book Bank	A special collection of textbooks is available for issuance for a whole semester.

Section 2
2. BOOK PRIVILEGES POLICY AND OPERATION HOURS

2.1 BOOK PRIVILEGES POLICY

User Type	Book Privileges
Permanent Faculty Members	10 Books for 1 semester
Visiting Faculty Members	3 Books for 1 semester
Officers	6 Books for 30 days
Staff	2 Books for 15 days
Undergraduate Students	3 Books for 3 days
Graduate Students	4 Books for 15 days
Book Bank Members	6 Books for 1 semester

2.2 OPERATION HOURS

2.2.1   The library will remain open from 08:30 AM to 05:30 PM from Monday to Saturday.

2.2.2   On Friday, the library will remain closed between 01:00 PM to 02:30 PM for Namaz and lunch.

2.2.3   The library remains closed on all public holidays.

Section 3
3. BOOK BORROWING & RENEWAL

3.1   All users must fill in the Library Membership Application in order to become members and obtain the Library Membership Card.

3.2   The Library Membership Card must be used for borrowing materials from the library.

3.3   On graduation or on quitting the University, a student must surrender their library membership card to the circulation librarian for clearance.

3.4   The membership card is not transferable.

3.5   Privileges are subject to the availability of books in the library (stack).

3.6   Every student is required to keep their library card safe. The fine for issuing a new library card is PKR 500.

3.7   There is a fine of PKR 25 per day for every overdue book and PKR 50 per day for every book borrowed for reference but not returned the same day.

3.8   Audio/visual material can be borrowed for a day only.

3.9   Books in the Book Bank will be issued for one semester only. No renewal facility is available for these books.

3.10   Book Bank books must be returned within a week after examination. In case of non-compliance, the result will be withheld, and an overdue fine of PKR 25/ per day per book will be charged.

3.11   The borrower is responsible for any loss or damage to library materials and will be charged the cost of the item plus a 10% surcharge as a penalty.

3.12   The users are not authorized to lend their card to other users for borrowing books or other material from the library. Users who misuse the library membership card will be denied access to the library facility altogether.

3.13   Unauthorized removal of any library material is considered a serious offence.

3.14   The borrowed library materials must be returned on or before the due date.

3.15   If the library recalls a borrowed library material, it must be immediately returned, irrespective of the date of return.

3.16   Any overdue fines must be cleared before any further borrowing from the library.

3.17   All reference materials may only be consulted within the library premises.

3.18   Special collection tagged as restricted to selected fields/courses of studies will be issued only to the users of the relevant department/field/course of studies.

3.19   When borrowing books or manuals, the users will be entitled to borrow the accompanying material, such as DVDs.

3.20   A user may reserve a book issued to another user. The user will be notified of the returned material, and he/she shall collect the material on the same day. The library may issue the material to another interested user after the day is over.

3.21   All issuable library materials are renewable for one day only, after which they must be returned to the library. The returned materials may not be reissued to the same user for one working day after return.

3.22   The issued material must be presented to the librarian before any re-issuance.

3.23   The renewal facility will be withdrawn from defaulters.

SECTION 4
4. BOOK DAMAGE/LOSS

4.1   Material issued to users must be handled carefully. Using pens, markers, or highlighters on the material, or tearing pages, is considered a serious offence.

4.2   Users are advised to inspect the material at the time of issuing and report any damage to the material before issuing.

4.3   All materials will be inspected by the librarian when they are returned, and the last borrower will be held responsible for any damage (if unreported at the time of borrowing).

4.4   The user responsible for material damage will be required to replace the material that has been damaged in their custody.

4.5   If the material is not available on the market, the user responsible may pay the price of the material and a fine equal to 100% of the cost of the material.

4.6   Users must immediately inform the library in case of any loss or damage to library material.

4.7   If the lost/damaged book is a part of a series, the user responsible for damage or loss may be required to replace the whole set/series.

4.8   Any borrowing from the library will cease unless the damaged/lost material has been settled.

SECTION 5
5. LIBRARY CLEARANCE

5.1   All officers, faculty, staff, and students are required to get library clearance before terminating their relationship with UITU.
5.2   All outstanding material, fines, and dues must be settled at the time of obtaining library clearance.
5.3   Any visiting faculty member with a library membership card shall also obtain library clearance before his/her final payment is made.

SECTION 6
6. LIBRARY FACILITIES

6.1   The library has been furnished with the best possible furniture, fittings, fixtures, and equipment.
6.2   Users are morally and ethically responsible for using these facilities with care.
6.3   In case a user is found damaging library assets, including furniture, fittings, fixtures, and equipment, he/she shall be liable to pay the total replacement cost as determined by the Finance Department of UITU.

SECTION 7
7. COMPUTER AND ELECTRONIC RESOURCES
7.1 GENERAL USAGE RULES

7.1.1   Library computers and electronic resources may only be used by valid library membership cards.
7.1.2   Fair usage policy applies to all computer and electronic resources.
7.1.3   No resource shall be used for any purpose except educational/academic, i.e., browsing social media or entertainment websites is prohibited.
7.1.4   The use of facilities for the display, storage, or transmission of offensive, obscene, defamatory, or illegal materials is strictly forbidden, and any violation in this regard is liable to disciplinary action.
7.1.5   Computer resources in the library are not a replacement for computer labs.
7.1.6   Student users are not allowed to use the computer facility in groups. One computer must only be used by one student.

7.2 DIGITAL LIBRARY RESOURCES

7.2.1   On-Campus access to digital/E-resources is provided to all library users.

7.2.2 The digital library can be accessed at http://www.digitallibrary.edu.pk/usman-intech.html, http://dl.acm.org/ and OPAC available at http://library.uitu.edu.pk/

SECTION 8
8. STOCKTAKING
8.1 PHYSICAL VERIFICATION
8.1.1 To ensure the physical presence of the library collection, an annual stocktaking must be held.

8.1.2 All users must return all books to the library before the stocktaking. An announcement in this regard will be made to provide a convenient time for users to return the material.

8.1.3 All the library services will remain closed during the stocktaking.

8.1.4 The library In-charge will be responsible for the coordination and completion of the physical muster of books/stores. It should be carried out 100% of the time, annually.

8.1.5 Physical stocktaking must be completed within 20 days, and the finalization report must be completed and submitted within the month.

8.2 WRITE OFF

8.2.1 Some write-off of books is inevitable.

8.2.2 If some books are deemed unfit for the library due to poor physical condition or loss, the librarian will compile a list of these books and recommend writing them off.

8.2.3 The librarian will recommend the write-off list. The Vice Chancellor of UITU will approve the write-off.

8.3 WEED OUT AND DISPOSAL

8.3.1 In order to keep the library collection current and relevant, some outdated/irrelevant/unused material may periodically be weeded out and disposed off.

8.3.2 The following factors may provide grounds for weeding out and eventual disposal:

    8.3.2.1 The item is little used and is unlikely to be used in the future.

    8.3.2.2 The information contained in the material is now obsolete or is no longer helpful for contemporary needs.

    8.3.2.3 The number of copies is considered surplus.

    8.3.2.4 The item is worn out, soiled, damaged, or in poor physical condition.

    8.3.2.5 The item is readily available in an electronic format either within the library or on the World Wide Web.

    8.3.2.6 Lack of physical space to house the material.

8.3.3 The exercise must be done once every year.

8.3.4 The following procedure shall be used:

    8.3.4.1 The librarian invites the Head of Departments to formulate departmental or inter-departmental teams to choose material candidates for weeding out.

    8.3.4.2 The teams identify and communicate with the librarian the candidates for weeding out.

8.3.4.3 The librarian complies and submits the list of material for weeding out.

8.3.4.4 The librarian will recommend the weed-out list. The Vice Chancellor of UITU will give final approval for the write-off.

8.3.4.5 The librarian will share the approved list with the Finance Department.

8.3.5   The following three options are available for material disposal:

8.3.5.1 Selling out

8.3.5.2 Donation

8.3.5.3 Exchange

SECTION 9

9. LIBRARY COLLECTION DEVELOPMENT

9.1 SELECTION

9.1.1   Faculty members and students can request new material via their respective Heads of Departments.

9.1.2   The librarian will inform faculty members before the start of every semester to recommend textbooks for purchase.

9.1.3   A minimum four-week advance notice is required to procure textbooks for a semester.

9.1.4   Materials shall be chosen to enrich and support the curriculum and the educational and research requirements.

9.1.5   As per the requirements of the regulatory body.

9.1.6   The number of copies of an exact title (only textbooks) purchased depends on the strength of the students.

9.1.6.1 10% for lending library

9.1.6.2 20% for book bank

9.2 SELECTION TOOLS

9.2.1   The following resources are available to assist the librarian in the selection process; however, selection is not limited to the use of these tools:

9.2.1.1 Book fairs both inside UITU and outside.

9.2.1.2 Vendors may provide information material to choose from time to time.

9.2.1.3 Faculty members may recommend material at various outlets in the city or on the internet (World Wide Web).

9.2.2   Donations from other institutions & individuals in respect of reading material will be accepted if the donors do not impose any conditions, e.g., allocation of a special corner/shelves/area for the donated material.

9.3 PROCUREMENT

9.3.1   Material procurement is a continuous process.

9.3.2 If the electronic version of a document is available online, free of cost, the library will prefer not to acquire a hard copy unless otherwise desired by the concerned faculty members/HODs.

9.3.3 Respecting the intellectual property rights of authors and publishers, no photocopies of copyrighted material may be procured.

9.3.4 In case of material not available in Pakistan or rare, the Chief Librarian may authorize limited procurement of photocopies.

9.3.5 The procurement shall be finalized with the approval of the Competent Authority on the recommendation of the Librarian.

9.3.6 Pirated books will not be procured for any section of the library, either the lending library or the book bank.

9.3.7 The latest books should be preferred to purchase, and books that are older than 5-6 years should not be procured.

9.3.8 Books should be purchased from authentic and leading vendors, who also have a return policy.

9.3.9 E-books should be acquired only by the publisher or authorized representatives.

SECTION 10

10. BUDGET UTILIZATION

10.1 LIBRARY BUDGET WILL BE UTILIZED ON THE FOLLOWING HEADS

10.1.1 Books
10.1.2 Journals and Magazines Subscription
10.1.3 E-books
10.1.4 Newspaper subscription
10.1.5 Book binding
10.1.6 Book Fair
10.1.7 Library activities
10.1.8 Furniture and fixtures
10.1.9 Equipment like:
    10.1.9.1   Photostat Machine
    10.1.9.2   Scanner
    10.1.9.3   Printer
10.1.10 Subscription of digital library and databases

SECTION 11

11. MAGAZINES SUBSCRIPTION

11.1 Recommendations for subscription and renewal of magazines shall be obtained by the departmental head(s).

11.2 Number of magazines and journals to be subscribed to as per the requirements of the regulatory body.

11.3   Magazines and journals subscription requests must be sent to the Librarian in November every year.

SECTION 12
12. GENERAL RULES AND REGULATIONS

12.1 Any behavior that disrupts the effective use of the library is prohibited. Ensure to adhere to the following:

    12.1.1   Silence must be strictly observed in the library.

    12.1.2   Library materials will not be issued without a valid library borrowing card.

    12.1.3   Students must present a valid UITU identity card to enter the library.

    12.1.4   Avoid moving any library property (chairs, tables, AC or light switches, etc.) without permission from the library staff.

    12.1.5   Smoking or using any tobacco products is strictly prohibited.

    12.1.6   Eating, drinking, or chewing is not allowed in the library.

    12.1.7   Mobile phones must be switched off or kept on silent mode; calls may only be taken outside the library.

    12.1.8   Personal belongings such as bags, luggage, large backpacks, plastic bags, camera stands, and project items are not allowed inside the library.

    12.1.9   The library is not responsible for the loss of users' personal belongings.

    12.1.10 Avoid harassing, intimidating, stalking, or prolonged staring at other users or staff.

    12.1.11 Avoid using abusive or profane language.

    12.1.12 Avoid loud, boisterous, or disruptive behavior.

    12.1.13 Damaging or vandalizing library facilities, equipment, or materials is strictly prohibited.

    12.1.14 Avoid operating radios, telephones, or any device in a manner that disturbs others.

    12.1.15 Do not enter staff-only areas without authorization.

    12.1.16 Users must abide by all library rules and instructions communicated by library staff.

12.2   Anyone violating these rules may be asked to leave the library premises, and library privileges may be suspended.

12.3   Library staff are authorized to enforce these rules.

SECTION 13
13. CIRCULATION POLICY

13.1   Cards submitted by students are to be handed over promptly on the return of books.

13.2   Students are not permitted to put their personal items on the Circulation Desk.

13.3   The card is to be placed in its pocket promptly on the return of the book.

13.4   A card should be taken to ensure that students do not spend much time at the circulation desk.

13.5   It is to be strictly ensured that books returned by faculty and staff are promptly deleted.

13.6   The circulation counter should be kept neat, clean, and organized at all times.

13.7   Only books to be read in the reading room are to be issued on ID cards.

13.8   Books are to be issued to the original owner of the library card. Under no circumstances will books be issued on another student's card.

13.9   Circulation service will not be provided between 01:00 PM and 02:00 PM, Monday to Thursday. On Fridays, the library will remain closed from 01:00 PM to 02:30 PM.

SECTION 14
14. BOOK BANK POLICY

14.1   All Students of UIT shall be entitled to become members of the UITU Library Book Bank.

14.2   Membership fee of Book Bank shall be Rs. 25/- (Twenty-Five Only).

14.3   Books shall be issued only for one semester.

14.4   Only Course/Textbooks shall be provided.

14.5   Books should be returned to the Book Bank within a week after examination; otherwise, the result will be withheld, and a late fee will be charged at the rate of Rs. 25/- per day per book.

14.6   In case of loss/damage of the book/books, the market value of the book shall be realized.

14.7   30% of the book's cost will be charged at issuance, and the amount is non-refundable.

14.8   A student can borrow six books at a time. They can return a book and have another book issued in its place after depositing 30% of the book's cost, which is non-refundable.

14.9   Clearance from the Book Bank will be necessary for the declaration of the semester.

SECTION 15
15. POLICY FOR TUTORIAL ROOM

15.1   Prior reservation is necessary to use the Tutorial room, and it will not be utilized for the exam & viva purposes.

SECTION 16
16. DIGITAL AND AUTOMATION SYSTEMS
16.1 LIBRARY MANAGEMENT SYSTEM (KOHA-ILS)

16.1.1 The Koha Integrated Library System (ILS) has been implemented to automate the core operations of the UIT University Library, ensuring efficient resource management, quick retrieval, and transparent user services.

16.1.2 Koha covers all essential library functions, including acquisition, cataloguing, circulation, serials control, users' management, and reporting.

16.1.3 Cataloguing & Metadata Entry.

16.1.4 All newly acquired materials are catalogued in Koha using standard bibliographic formats (MARC 21).

16.1.5 Each item record includes accession details, call number, ISBN, and subject classification (Dewey Decimal or LC).

16.1.6 Item barcodes are generated and affixed after cataloguing.

16.2 CIRCULATION MANAGEMENT

16.2.1 All issues, returns, renewals, overdue, records of defaulters, reports of issuance, and sending e-mail to defaulters are processed through Koha.

16.2.2 The system automatically calculates due dates and fines.

16.2.3 Circulation privileges vary according to membership category (students, faculty, staff).

16.3 OPAC (ONLINE PUBLIC ACCESS CATALOGUE)

16.3.1 The library's OPAC is available at: https://library.uitu.edu.pk/

16.3.2 Users can search for books, E-books, and digital materials by title, author, subject, or keyword.

16.3.3 The OPAC also provides account login for renewals, holds, and transaction history.

16.4 DATA BACKUP AND MAINTENANCE

16.4.1 A full backup of the Koha database is performed monthly and stored securely on the university server.

16.4.2 System updates and maintenance are coordinated with the IT department.

16.4.3 Administrator: Full system control and configuration rights.

16.4.4 Librarian: Access to cataloguing, circulation, and reporting modules.

16.4.5 Library Assistant: Access limited to circulation and issue/ return functions.

16.4.6 User (Users): OPAC search and personal account view only.

16.5 INSTITUTIONAL REPOSITORY (DSPACE)

16.5.1 The UIT University Library uses **DSpace** as its **Institutional Repository (IR)** to collect, organize, preserve, and provide open access to the scholarly and creative output of faculty and students.

16.5.2 The repository includes theses, dissertations, faculty publications, research articles, project reports, and conference papers.

16.5.3 Content Submission

16.5.3.1   Faculty members and students submit their work via the DSpace submission interface.

16.5.3.2   Submissions must comply with copyright and plagiarism policies.

16.5.3.3   The Librarian verifies metadata and file formats before approving uploads.

16.5.4 Metadata Standards

16.5.4.1   Metadata is entered according to the Dublin Core schema.

16.5.4.2   Each item includes essential descriptive information such as title, author, date, subject, and keywords.

16.5.5 Access and Permissions

16.5.5.1   The repository provides open access to academic materials wherever possible.

16.5.5.2   Restricted access may be applied to unpublished or confidential materials.

16.5.6 Preservation and Backup

16.5.6.1   DSpace data is backed up monthly and archived on secure institutional storage.

16.5.6.2   Periodic system upgrades are managed in coordination with IT services.

16.6 QUALITY CONTROL

16.6.1   The Librarian ensures that submissions meet academic and metadata standards before approval.

16.6.2   Duplicate entries or incomplete records are reviewed and corrected regularly.

SECTION 17
17. DIGITAL LIBRARY RESOURCES

17.1   UIT University Library provides access to a wide range of online scholarly databases and E-resources to support teaching, learning, and research activities. These resources include:

17.1.1   HEC National Digital Library Resources

17.1.2   HEC Digital Library, ACM Digital Library, other databases (subject to subscription)

17.1.3   Open Access repositories and E-journal platforms

17.2 ACCESS POLICY

17.2.1 On-campus access is available via the university IP range.

17.2.2 Remote/off-campus access is provided through proxy or remote login (if applicable).

17.2.3 Access is limited to current students, faculty, and staff of UIT University.

17.2.4 User Guidelines

17.2.4.1 Users must adhere to copyright and fair-use policies.

17.2.4.2 Downloading entire journal issues or database harvesting is prohibited.

17.2.4.3 The Library conducts orientation sessions to train users in searching, citation, and ethical use of information.

17.3 MONITORING AND REPORTING

17.3.1 Usage reports are generated and submitted to the Vice Chancellor.

17.3.2 Annual resource evaluation is conducted for renewal or subscription updates.

17.4 RFID AND SELF-SERVICE SYSTEMS (PROPOSED)

17.4.1 Purpose

17.4.1.1 The RFID (Radio Frequency Identification) system will be implemented to enhance circulation efficiency, improve inventory management, and strengthen security.

17.4.2 Scope and Functions

17.4.2.1 **Tagging:** Each library item will be equipped with an RFID tag linked to its bibliographic record.

17.4.2.2 **Self Check-in/ Check-out:** Users will independently issue and return books using RFID kiosks.

17.4.2.3 **Security Gates:** RFID-enabled gates will prevent unauthorized removal of materials.

17.4.2.4 **Inventory Management:** RFID handheld readers will be used for quick stock verification.

17.5 MAINTENANCE AND DATA SYNC

17.5.1 RFID data will be synchronized with Koha to ensure real-time updates.

17.5.2 Regular system checks and staff training will be conducted to ensure operational accuracy.

17.6 Roles and RESPONSIBILITIES

Role	Responsibility
Head Librarian	Supervises all digital systems, ensures compliance with policies, and coordinates with IT on maintenance and upgrades.
Library Automation Officer/Assistant	Manages day-to-day Koha operations, database backups, and system reports.
Repository Manager	Oversees DSpace submissions, metadata accuracy, and content approval
IT Department	Provides technical support, network maintenance, and security.
Faculty and Students	Responsible for ethical use and contribution to digital resources.

17.7 REVIEW AND EVALUATION

17.7.1 This section will be reviewed annually to incorporate technological advancements and policy updates.

17.7.2 Feedback from users and staff will be considered for the continuous improvement of the library's digital system.

SECTION 18
18. CONSORTIUM MEMBERSHIP AND RESOURCE SHARING
18.1 PURPOSE:

18.1.1   This SOP establishes the protocols and roles for overseeing consortium membership and inter-institutional resource sharing. It seeks to maximize library resources for UIT University's academic and research community, promote collaboration, and improve the accessibility of scholarly information.

18.1.2   The SOP applies to:

18.2.1 All employees of the UIT University Library who work in digital resource handling, access control, and acquisition.

18.2.2 Materials are requested by researchers, students, and faculty members via resource-sharing or consortium channels.

18.2.3 Partner organizations that the UIT Library actively collaborates with through formal agreements or memoranda of understanding.

18.2.4 Partnership Access to electronic databases and other academic resources is shared and negotiated by a collaborative network of libraries and institutions (e.g., HEC Digital Library, PakCat Union Catalog).

18.2.5 Sharing of Resources, the sharing of digital and physical library resources and services between libraries to increase access outside of local collections.

18.2.6 Users can find and request resources from member institutions using the Union Catalog (PakCat), a combined catalog that lists the holdings of several libraries.

18.2.7 <u>Interlibrary Loan (ILL):</u> A service that allows a library to lend or borrow materials to another library on behalf of its users.

18.2 RESPONSIBILITIES:

18.2.1 Head of the Library approves MOUs and consortium memberships, acts as the library's representative in consortium activities, and makes sure that agreements are followed.
18.2.2 IT Officer/Systems Librarian maintains technical access, oversees the integration of consortium databases with DSpace and Koha-ILS, and guarantees data security.
18.2.3 Library employees manage interlibrary requests, keep track of transactions, and make sure copyright regulations are followed.
18.2.4 Teachers and Students Adhere to borrowing and usage guidelines and submit valid resource requests via the appropriate channels.

18.3 CONSORTIUM MEMBERSHIP AND ACCESS:

18.3.1 Use the union catalog or consortium portal to find the necessary materials.
18.3.2 Use the library's official email address or online form to submit a resource request.
18.3.3 Keep track of every request that comes in and goes out in a Resource Sharing Register, either manually or digitally.
18.3.4 Verify adherence to copyright laws and consortium agreements.
18.3.5 Report on consortium performance and usage every quarter.

18.4 INTERLIBRARY LOAN (ILL):

18.4.1 Verify that the requested item is not in the UITU Library's collection.
18.4.2 Use formal correspondence to submit an ILL request to the partner library.
18.4.3 Arrange the mode of delivery (digital copy, courier, or in-person pickup).
18.4.4 Keep a loan log that includes information about issues and returns.
18.4.5 Make sure that every item you borrow is returned on time and in good condition.

18.5 DIGITAL RESOURCE INTEGRATION (KOHA-ILS AND DSPACE):

18.5.1 Include access links and consortium metadata in the Koha OPAC.
18.5.2 Link consortium resources to the DSpace repository to improve discovery.
18.5.3 Limit access to authorized users only and perform routine system backups.
18.5.4 Check the subscription status and link functionality regularly.

18.6 MONITORING AND REPORTING:

18.6.1 Keep track of consortium database usage data and access logs monthly.
18.6.2 Perform yearly assessments to gauge cost-effectiveness and benefits.

18.6.3 Create an Annual Consortium & Resource Sharing Report and submit it to the university administration and vice chancellor.

18.7 COMPLIANCE AND REVIEW:

18.7.1 Make sure that copyright laws, license terms, and consortium agreements are strictly followed.

18.7.2 Every year or as needed, considering new collaborations or developments in technology, this SOP will be reviewed.