

ORIENTAL EDUCATION SOCIETY'S  
**ORIENTAL COLLEGE OF PHARMACY**

(Approved by AICTE, PCI, D.T.E, Affiliated to University of Mumbai & Certified by ISO 9001:2015)



**Code of Conduct for Librarian:**

1. To prepare an issue of Library cards to students and staff.
2. To receive demand slips from students and issue books to students as per their demand and library rules.
3. To follow up on the return of books issued to students and staff members.
4. To maintain a fine collection register and instruct students to deposit the fine in the bank through challan.
5. To receive requisitions and issue and receive books from students, staffs following complete procedure.
6. To display new arrivals by photocopy of the cover page of the books and journals
7. To receive international journals & magazines and highlight important articles, news. Items pertaining to management education/ institutes etc. and put up to the Principal for information
8. To update and maintain files of paper cuttings. .
9. To compile back volumes of journals and periodicals and arrange for binding and stacking.
10. To see that the library is in a presentable and tidy condition at all times.
11. To attend to problems of the staff members, if any, and redress the same promptly.
12. To maintain the day wise records of visits of students/staff faculty members in the library.
13. Display of cuttings of newspapers on education /social matters on notice boards.
14. To conduct the meeting of the library committee as per guideline & work as a secretary of the library committee.
15. To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
16. To take care of library automation & update the same from time to time
17. To effectively encourage faculty & students to use e-journals-books keeping the IEL, IEEE always in working condition.
18. To carry out 100% annual verification prepare a list of books which one outdated & damaged beyond use.

Plot No. 3,4 & 5 Sector -2, Near Sanpada Railway Station, Sanpada, Navi Mumbai – 400705.

Tel: 27758715/ 27752213 / 27751116

E-Mail : [admin@ocp.edu.in](mailto:admin@ocp.edu.in) Website : [www.ocp.edu.in](http://www.ocp.edu.in)

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**Code of Conduct for Librarian:**

19. To regularly undertake binding of books which are damaged.
20. To make a report to HOD/section heads books not at all referred by faculty and students.
21. To receive expert committee & present to them effectively.

Principal  
Dr. (Mrs) Sudha Rathod

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