



Centurion University of Technology and Management, Odisha

SOP FOR LIBRARY MAINTENANCE

Objective: To elaborate the procedure for Maintaining the University Library

Responsibility

- Supervisor
- Housekeeping/
- Non-Teaching Staff members
- Heads of the Library

The maintenance of library is done as per the following.

1. Dusting and cleaning of all library resources are conducted on regular basis.
2. Stack maintenance is carried out by shelving and re-shelving of books and journals.
3. Damaged books are repaired as and when necessary by the binder.
4. Archiving of periodicals are done by binding the copies in yearly volumes and soft copies provided wherever necessary.
5. Pest control is conducted on a regular basis with an external agency in order to prevent the decay and damage to the resources.
6. Maintenance of reprographic machine, computer peripherals and air-conditioners are provided by the original manufacturer of the respective facility, in form of AMC.

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ODISHA