

Special collection document management system

一、 Category of special collection documents

Some books of a certain scale and their own system left over from the history of the museum. Among them: rare ancient books, ancient calligraphy and painting, ancient cultural relics; Materials that reflect the development process of the college; Local Chronicles, yearbooks, etc.; Some expensive multi-volume books, series books, picture albums, etc.

2. Protection and borrowing system of special collection documents

1. Special collection documents are generally stored in special collection library, teachers' reading room and architectural art Reading Room. The documents in special collections should be checked regularly, and those that are damaged, moth-eaten, moldy or scattered should be registered one by one and repaired in time.
2. In principle, all special collection documents are not allowed to be borrowed, and can only be consulted in the museum. If there is a special need, it must be approved by the curator before being borrowed.
3. When readers consult the special collection documents, they should handle them gently and turn them gently. Folding and circling are strictly prohibited. Reduce copying as much as possible.
- 4, especially precious documents, the staff should pay special attention to protect, readers should be accompanied when consulting.

3. Special collection document warehouse management system:

1. Check the warehouse once a month according to fixed shelving, check whether there is any missing or wrong shelving, ensure that it is correct, report any problem in time, and make a good record.

- 2, the warehouse management staff should check the damage of the collection at any time, establish the damaged book file, and mount and repair it in a planned way.

- 3, all the books out of the warehouse should strictly carry out the warehouse procedures, and return to the library on schedule.

- 4, for the threadbound books, insecticide should be put once a year in July and August. The library should be kept clean and tidy at any time.

5. It is strictly forbidden to store flammable, explosive and personal items in the warehouse. It is strictly prohibited to use open flame, electric heater and so on. The staff must power off when leaving the warehouse.

The library security system

The books and periodicals, documents, computers and other equipment in the library are the property of the state as well as the valuable cultural resources and wealth of the college. These properties are inflammable articles afraid of tide, in order to do a good job of fire prevention, waterproof, anti-theft and other safety precautions in the library, this system is formulated:

1. Smoking is not allowed in the library. The head of the department and the management personnel of the library and reading room shall be responsible for the supervision of the library and reading room. The public parts (halls, corridors, etc.) shall be jointly supervised by all library staff. Smokers found should be stopped face to face.
2. It is forbidden to burn waste paper and other sundry materials in the library, and it is not allowed to carry inflammable and explosive materials into the library. The guard on duty shall carefully inspect the library. If a fire occurs due to neglect of inspection and causes serious consequences, it shall be investigated for responsibility until dismissed.
3. Implement the office (group) responsibility system. The staff of each department's office, library, reading room and computer room must carry out safety inspection of the room after work every day, check for leaks and fill in the gaps, and eliminate the hidden dangers immediately when found. Turn off the faucet, cut off the power switch and close the doors and Windows before leaving work. The director of each department should check and supervise frequently. If it is found that accidents such as electricity, water and theft occur without following the safety regulations, the parties concerned and the director of the department shall be investigated for responsibility, and economic penalties shall be imposed according to the circumstances. If serious consequences are caused, punishments shall be imposed in accordance with the relevant provisions of Hunan City College.

4. The doorman shall strictly implement the registration system for outsiders, otherwise, they are not allowed to enter the museum. The staff on duty of the guard must carry out security checks on the whole museum after the staff and students get off work every day and after evening self-study. If any problems are found (such as the power supply is not broken, the faucet is not finished, the doors and Windows are not closed, etc.), they should be dealt with in time and reported to the director.

5. The staff on duty at night should inspect the key parts of the library. If any problem is found, report to the duty officer of the security Section in time. If theft, fire, water and other accidents occur due to neglect of inspection, the parties will be investigated for their responsibilities until they are dismissed.

6. Fire fighting equipment shall be kept in good condition and placed in an eye-catching and convenient place, so that it can be obtained and used in case of an accident.

Job responsibilities of security personnel

1. General requirements

Love their work, abide by the rules and regulations, obey the arrangement, listen to the dispatch, do a good job of library security work.

During working hours, no napping, no drinking, no leaving the post without authorization, leaving the post or taking the post without permission.

2. Instrument requirements

On duty should pay attention to appearance, face clean, dress properly, discipline, civility, kind. People wearing tank tops, shorts and slippers are not allowed to enter the hall.

3. Working hours requirements

Working hours: Monday to Thursday 07:30-23:00; Friday 07:30-12:30;

Sat 07:30-18:00; And Sunday 07:30-23:00.

If you need to change the shift, you can negotiate with the comrades on duty to change and notify the security department; Before leaving work must check the doors and Windows, water and electricity are closed; The opening time in the morning is 07:40-07:50, no advance or delay; On holidays, if there are meetings or major activities in the library, personnel must be arranged on duty; Staff must be arranged on duty in the library at night; Strict work and rest time, before the door is locked, it is required to inspect the building floor by floor, and cut off the water and power in time according to the regulations, close the doors and Windows, check the personnel who have nothing to do with it, and carefully check the power supply, door locks, doors and Windows.

4. Responsibility requirements

Do a good job of anti-theft and fire inspection work, and do not allow any personnel to carry flammable, explosive items and liquids into the museum. Improve the awareness of fire safety, master the correct use of fire extinguishing equipment, keep and maintain fire extinguishing equipment, discover and eliminate fire safety hazards in time, and report important situations in time.

Without the approval of the leadership, no one is allowed to take the furniture, equipment and instruments out of the museum. Strict registration procedures for materials out of the museum. Computers, equipment, office tables and chairs and other materials removed from the museum must have a certificate issued by the department in charge of materials.

Regular inspection of the building around the perimeter, check whether there is damage to the doors and Windows, and timely record and report any problems.

No napping or sleeping during working hours, no drinking, no leaving the post without permission, leaving the post or taking over the post without permission.

It is strictly forbidden to post advertisements on the walls, pilasters, doors and Windows of the hall.

Make a daily shift log, find that I can not solve the problem in time to inform the relevant leaders.

Do a good job of consulting guests and readers, warmly receive and guide guests and readers to where they need to go.

Once the problem is found, report and protect the scene in time, and assist the public security and security departments to investigate and deal with it.

10. Library work is not allowed

1. No late, early leave, absenteeism
2. Don't talk loudly
3. No studded heels
4. No smoking, no snacks
5. Do not urge readers to leave the library in advance (readers can be reminded to leave after 9:50 PM)
6. Do not argue with readers
7. Don't bring children to work
8. Do not do private work or doze off
9. Don't leave your post, stay on duty without reason, or gather a group to chat

10. Don't play games, listen to music, stock market, or watch movies

Readers are not allowed to enter the library

1. No lighters, inflammable and explosive, electric heating appliances, knives and other dangerous goods are allowed to enter the library

2. High heels, slippers and vests with nails are not allowed

3. Smoking and snacks are not allowed

4. Don't occupy your seat

5. No littering

6. No pasting or drawing

7. Don't steal other people's property

8. Don't talk loudly

9. Don't damage or steal books or destroy public facilities

10. Do not place any books or articles on the reading table

The library borrowing system

1. When borrowing books, the reader must show his/her card, consciously abide by the rules and regulations of the library, pay attention to civility.

2. Students borrow 15 books per card; Faculty and staff borrow 20.

3. Continuous loan period of books: 60 days for students and 90 days for faculty and staff. Those who have not returned the overdue shall consciously pay the overdue payment automatically accumulated by the microcomputer, otherwise they can not

continue to borrow books. The overdue money according to the standard of 0.2 yuan per book per day, due to business or internship reasons can not be returned on time, by the unit to produce a certificate, return within five days after returning to school, verified and approved by the leaders of the library, may not be processed as overdue. The loan and return date of overdue books during the winter and summer vacation will be postponed to one week after the beginning of the school, and can not be delayed processing (that is, overdue books during the winter and summer vacation will not be returned within one week after the beginning of the school); Books that are overdue before the winter and summer holidays will be automatically counted as overdue during the holidays.

4. Newspapers, periodicals and rare books, rare books, rare books can not be borrowed, can only be read in the room. If it is necessary for teaching and research, it can be borrowed with the approval of the library leader.

Fifth, the bar code is the computer to borrow the identification of books, pay attention to protection, if there is damage, must be compensated in accordance with the provisions.

6, readers should take good care of the borrowed books, such as loss, damage, scribbling and other circumstances, according to the relevant provisions of compensation.

Regulations for Libraries of Institutions of higher Learning (Jiaogao [2015] No. 14)

Chapter I General Provisions

Article 1 These regulations are formulated in accordance with the Education Law of the People's Republic of China, the Higher Education Law of the People's Republic of China and other relevant provisions for the purpose of promoting the construction and development of university libraries, guiding and standardizing the work of university libraries.

Article 2 The library of an institution of higher learning (hereinafter referred to as "library") is the literature and information resource center of the university, an academic institution serving personnel training and scientific research, an important part of the informatization construction of the university, and an important base for the construction of campus culture and social culture. The construction and development of a library should be in accordance with that of a university, and its level is an important symbol of the overall level of a university.

Article 3 The main functions of a library are educational and information service functions. Libraries should give full play to their roles in personnel training, scientific research, social services and cultural inheritance and innovation.

Article 4 The main tasks of a library are as follows:

(1) To build a system of literature and information resources of the university, and to provide literature and information guarantee for teaching, scientific research and discipline construction;

(2) Establish and improve the literature information service system of the whole school, so as to facilitate the teachers and students of the whole school to obtain all kinds of information;

(3) Constantly expand and deepen the service, and actively participate in the university's personnel training, information construction and campus culture construction;

(4) Actively participate in the co-construction and sharing of various resources, give full play to the advantages of information resources and professional services, and serve the society.

Chapter II System and organization

Article 5 An institution of higher learning shall have a university-level leader in charge of library work. The director responsibility system shall be implemented in

libraries within the scope authorized by the university. In the decision-making process of major construction and development matters, the university shall involve the director of the library in the work concerning documentation and information guarantee or listen to his/her opinions.

Article 6 Institutions of higher learning shall set up internal library organizations and posts according to the actual needs of libraries, and define the responsibilities of each organization and post.

Article 7 An institution of higher learning may set up corresponding general library, branch library of campus, branch library of discipline and branch library (reference room) of institute (department or institute) according to the distribution of campus or discipline. The branch library (reference room) shall be subject to the leadership or professional guidance of the general library and open to the whole university.

Article 8 Institutions of higher learning may, when necessary, set up library working committees to serve as consulting and coordinating bodies for the work of the whole school library.

The library working committee shall be composed of heads of relevant functional departments of the university, teachers and student representatives. The university leader in charge of library work is the chairman of the committee, and the library director is the deputy chairman of the committee.

The library Working committee shall hold regular meetings to listen to reports on the work of the library, discuss major issues in the literature and information work of the university, reflect the opinions and requirements of teachers and students, and put forward suggestions for improvement to the university and the library.

Chapter Three: The staff

Article 9 Library staff shall abide by professional ethics, abide by trade norms and earnestly perform their duties.

Article 10 A library shall have a director and several deputy directors.

The director of a library shall be set up as a professional and technical post, which in principle shall be held by persons with senior professional and technical posts, and shall be maintained with appropriate stability.

The director shall preside over the work of the library and organize the formulation and implementation of the library's development plans, rules and regulations, work plans, team building schemes and budget. The Deputy director shall assist the Director in taking charge of or taking charge of the corresponding work.

Article 11 Institutions of higher learning shall determine the staffing of libraries in accordance with the development objectives, the size of teachers and students and the work tasks of libraries.

Library librarians include professional librarians and auxiliary librarians, and the number of professional librarians should not be less than 50% of the total number of librarians. In general, professional librarians should have a master's degree or above or senior professional and technical positions, and have undergone professional education or systematic training in library science. Assistant librarians should have a college degree or above in higher education, and the specific employment conditions are determined according to the requirements of the post and the personnel management system of the university.

Article 12 New library staff hired by institutions of higher learning should be openly recruited to the public according to the regulations, and shall be implemented according to the regulations.

Library staff shall, in accordance with the relevant provisions of the State, adopt the professional and technical post appointment system and post appointment system and enjoy corresponding treatment.

Article 13 Institutions of higher learning should incorporate the training of professional library librarians into their personnel training plans and attach

importance to the training of high-level experts and academic leaders. Library staff should be encouraged to improve their knowledge and professional skills through on-the-job and further study.

Article 14 Institutions of higher learning shall, in accordance with the provisions of the State, give corresponding labor insurance benefits to the personnel engaged in special work in libraries.

Article 15 Institutions of higher learning shall, in accordance with the characteristics of library work, formulate assessment methods and regularly assess the staff, and the assessment results shall be used as the basis for adjusting the posts and salaries of the staff and renewing employment contracts.

Chapter IV Funds, Premises and Equipment

Article 16 Institutions of higher learning shall ensure the funds and material conditions necessary for the normal operation and sustainable development of libraries.

Libraries should pay attention to the efficiency of their operation and use funds in a scientific and rational way.

Institutions of higher learning should encourage social organizations and individuals to actively donate and subsidize libraries according to law.

Article 17 Institutions of higher learning shall include the library funds into the university budget and increase them year by year according to the development needs.

The funds for libraries shall include the expenses for the purchase of documents and information resources, operation expenses and special construction expenses. Operating expenses mainly include equipment and facilities maintenance expenses, office expenses and so on.

Article 18 The expenses for the purchase of library literature and information

resources shall meet the needs of school teaching and scientific research, and the total amount of library literature and information resources and the annual purchase of paper literature and information resources shall not be lower than the relevant provisions of the State. The expenses for the purchase of literature and information resources of the whole school shall be coordinated and rationally used by the library.

Article 19 Institutions of higher learning shall build independent and special library buildings in accordance with relevant laws, regulations and standards of the State. Libraries should give full consideration to the scale of development of the university, meet the needs of modern management, meet the functional requirements of libraries, save energy and protect the environment, and have the flexibility of space adjustment.

The building area of the library and the areas of various types of rooms in the library shall meet the planned area quota standards for school buildings stipulated by the State.

Article 20 Institutions of higher learning shall, in a planned way, equip libraries with all kinds of furniture, equipment and supplies needed for service and office work, and attach importance to the construction of modern information infrastructure such as automation, networking and digitization.

Article 21 Institutions of higher learning shall do a good job in the maintenance and repair of library buildings and equipment, continuously improve the service facilities of libraries according to needs, attach importance to the beautification and greening of the internal and external environment of libraries, and implement protective measures such as fire, water, moisture and insect prevention.

Chapter V Construction of literature and information resources

Article 22 Libraries shall formulate development plans and implementation programs for literature and information resources according to the needs of personnel training, scientific research and discipline construction, as well as the requirements of collection foundation and resource co-construction and sharing.

Article 23 A library shall coordinate paper resources, digital resources and other carrier resources in the construction of document and information resources; Maintain the integrity and continuity of important documents and characteristic resources; Pay attention to the collection of teaching and research materials and achievements of the university and various types of carriers related to the university; Seek and accept social donations; To form a literature and information resource system with the characteristics of the university.

Article 24 Libraries should actively participate in the inter-library cooperation in the construction of literature and information resources at home and abroad, and realize the joint construction and sharing of resources.

Article 25 Libraries shall, in accordance with the relevant standards and norms of the state and the industry, process and sequence the collected information resources scientifically and establish a sound information retrieval system.

Article 26 A library shall organize its collection of paper resources in a reasonable manner so as to facilitate users' acquisition and utilization; The protection and restoration of documents should be strengthened to ensure the long-term use of document resources.

Article 27 Libraries should pay attention to the construction of digital information resources management and service systems, participate in the campus information construction and the digitization of academic resources, establish a long-term preservation mechanism of digital information resources, and ensure information security.

Chapter VI Service

Article 28 Libraries shall adhere to the people-oriented service concept, protect users' rights of lawful and equal use of libraries, improve the service system, innovate service modes, and improve service efficiency and user satisfaction.

Article 29 Libraries shall be open for no less than 90 hours a week during school

teaching hours, and necessary opening hours shall be allowed during holidays. Schools with conditions may be open all day according to actual needs; The services of online resources shall be open 24 hours a day.

Article 30 Libraries shall continuously improve the level of literature service, adopt modern technologies to improve service methods, optimize service space, pay attention to user experience, and improve the utilization rate of collection and service efficiency.

Libraries should actively expand the field of information services, provide digital information services, embed them in the teaching and scientific research processes, carry out disciplinary services, and actively explore new services according to demand.

Article 31 Libraries should fully participate in the training of university talents, give full play to the role of the second classroom, and take various forms to improve the comprehensive quality of students.

Libraries should attach importance to information literacy education, adopt modern educational technology, strengthen the construction of information literacy curriculum system, improve and innovate the forms and contents of freshman training and special lectures.

Article 32 Libraries should actively participate in the construction of campus culture, actively adopt new media, and carry out cultural activities such as reading promotion.

Article 33 Libraries shall formulate relevant rules and regulations to guide users to abide by laws and regulations and public morality, respect and protect intellectual property rights, take good care of library collections and facilities and equipment, and maintain network information security.

Article 34 Libraries should provide students with conditions for social practice, set up posts for students to participate in library management and service, and support the activities of student associations and volunteers related to libraries.

Article 35 Libraries shall facilitate the use of libraries by special users such as persons with disabilities by strengthening the construction of barrier-free environment.

Article 36 Libraries shall strengthen cooperation among themselves and with other types of libraries, and carry out sharing services such as inter-library loan, document delivery and joint reference consultation.

Article 37 Libraries shall, on the premise of ensuring on-campus services and normal working order, give full play to the advantages of resources and professional services to provide services for social users.

Chapter VII Management

Article 38 Institutions of higher learning shall uphold the idea of reform and innovation and determine the purpose of running libraries.

Libraries shall, in accordance with the development goals of the university, formulate development plans for libraries and establish and improve various rules and regulations.

Article 39 Institutions of higher learning should encourage libraries to strictly abide by relevant professional standards, constantly improve business norms and assessment methods, and improve and optimize business management.

Article 40 Institutions of higher learning shall support libraries to carry out academic research in a planned way, organize and participate in academic exchange activities at home and abroad, and publish research results. Institutions of higher learning shall support libraries to actively participate in professional academic organizations and apply for membership in international academic organizations in accordance with relevant state regulations.

Libraries shall encourage librarians to apply for research projects at all levels and of various types, and may set up their own research subjects according to needs if

conditions permit.

Article 41 Libraries should pay attention to statistical work, truthfully fill in and submit all kinds of statistical data, and do a good job in the preservation and analysis of statistical data.

Article 42 A library shall establish a management system for documents and archives, formulate management norms, and properly collect, sort out and preserve documents and archives.

Article 43 A library should attach importance to the management of its collection of documents and other assets, and set up a complete asset account and management system.

Article 44 Institutions of higher learning should attach importance to the public safety management of libraries, take various protective measures, formulate contingency plans for emergencies and protect personal safety.

Article 45 Institutions of higher learning should encourage libraries to actively carry out business evaluation activities and constantly improve the efficiency and level of library operation.

Chapter VIII Supplementary Provisions

Article 46 These Regulations shall apply to full-time ordinary institutions of higher learning. Institutions of higher learning may, in accordance with these Regulations and in combination with specific factors such as the school-running level, the nature of the school, the characteristics of disciplines, the scale of the school and the region where it is located, formulate the work regulations and implementation rules for their libraries.

Article 47 The Guiding expert organization for library and information work in institutions of higher learning of the Ministry of Education may, in accordance with these regulations, formulate specific provisions on the construction and service of

various types of libraries in institutions of higher learning, and guide the development, evaluation and evaluation of various types of libraries in institutions of higher learning.

Article 48 These Regulations shall enter into force as of the date of promulgation. The original Regulations for Libraries of Ordinary Institutions of Higher Learning (Revision) (Jiao Gao (2002) No. 3) shall be repealed simultaneously.

Library assets management system

Article 1 In order to strengthen the management of library assets, ensure the safety and integrity of assets, and ensure the normal operation of teaching, scientific research and management, this management system is formulated in accordance with the spirit of the Regulations on Asset Management of Hunan City College (Xiangcheng Institute [2013] No. 109) and the actual situation of the library.

Article 2 The scope of assets referred to in this system: library buildings, books, periodicals, machinery and equipment, all kinds of furniture, non-expendable office supplies and other public facilities.

Article 3 The management and use of assets shall follow the principles of "unified leadership, division of labor, multiple layers of supervision, layers of responsibility, reasonable deployment, effective combination, making the best use of materials, and responsibility to the person". The library shall specify the leaders and asset managers who are in charge of the assets work and report them to the Assets Department for the record.

Article 4 Daily management of library assets

The asset administrator shall be responsible for the daily management of the assets to ensure the conformity of the books and objects.

one System entry. The asset administrator logs in the school asset management system to input the asset information according to the purchase contract or purchase record, acceptance report and physical object, and submits the fixed asset acceptance form online to the central management department. The entered asset information must be true, accurate, standardized and complete, and the department asset administrator shall be fully responsible for the entered asset data.

2. Print the fixed asset acceptance form and bar code. There are 4 copies of the fixed assets receipt. After being signed by the user, the department asset administrator and the department asset management leader, the department shall keep the department copy and file the other 3 copies. The other 3 copies shall be signed by the central manager of the asset department, and the special seal for school materials acceptance shall be affixed to the financial copy to keep the central department copy.

3. Paste the bar code. Paste the barcode printed out by the central department on the physical object in time, so that the account corresponds to one by one.

4. Asset item changes. When the user, user, storage location, current situation and direction of use of assets change, the asset administrator of the department shall immediately update the changes in the asset management system and submit them to the asset Department for centralized review, and complete the asset project changes after the centralized review is passed. Changes in asset items must be handled in strict accordance with the relevant regulations of the university, and records shall be kept for future reference.

5. Use of assets. All the assets of the school implement computer network management, responsibility to the person, the user of the asset use, maintenance, maintenance, security, anti-theft and other main responsibility. The asset data must be standardized, complete and accurate, the account, the card and the object are consistent, the environment is clean, and the work of moisture-proof, rust-proof, explosion-proof, fireproof and anti-theft must be done well.

6. Asset borrowing. The fixed assets of the unit shall implement the internal borrowing registration system for public purposes. Upon the approval of the leader in

charge of the assets, the asset manager shall record and fill in the Library Fixed Assets Borrowing Registration Form carefully. It shall be returned at the due date and shall not be used for private purposes.

7. Asset maintenance. Regular maintenance of the fixed assets of the unit, asset maintenance registration system, carefully fill in the "Library facilities inspection form", and timely repair, timely acceptance.

Electronic reading room management system

The electronic reading room is a public place for teachers and students of the whole school to read electronic books and surf the Internet. In order to improve the management and ensure the normal operation of the room, this management system is formulated.

1. The reader can recharge and transfer the money to the computer with his/her campus card.

2. Keep the room quiet, one person at a time, no Shouting, talking, chanting or reading. Please turn off your cell phone or set it to vibrate. It is forbidden to make or receive cell phone calls in the reading room.

3. Readers should pay attention to their appearance, dress neatly and behave in a civilized manner; Smoking, spitting and littering are prohibited; Do not bring food, water, drinks, chewing gum, rain gear and other items into the house; Do not sleep or rest indoors; Please keep your own valuables safe.

4. It is strictly forbidden to install or copy the game program, and no other electrical appliances can be used. Violators will be dealt with according to relevant regulations.

5. Take good care of electronic reading room facilities and audio-visual materials. In case of intentional damage, compensation or fine shall be paid according to the original price.

6. When the computer fails, the staff should be contacted in time to deal with it, and the reader should not handle it without authorization.

7. It is strictly forbidden to delete and change the configuration and files of the computer system, and it is not allowed to plug and insert network cables, power cables and other connection lines at will. Do not modify the original parameters of the hard disk protection card by any means, and do not move or remove the chassis at will. To prevent virus intrusion, do not install any software or use any CD-ROM that is not provided by the library.

8. The Library is not responsible for any legal disputes arising from sending or receiving e-mails or engaging in trade activities on the Internet.

9. Please consciously abide by the Regulations of the People's Republic of China on the Security Protection of Computer Information Systems, Regulations and Measures for the Security Protection of Computer Information Networks and the Interim Regulations of the People's Republic of China on the Management of International Networking of Computer Information Networks and other national laws and regulations of the University. Do not view or disseminate online content harmful to national dignity and the reputation of the university, harmful to the interests of others, and pornographic and obscene.

10. Follow the advice and guidance of the staff, and those who violate the law will be dealt with according to relevant regulations.

The right of interpretation of the system belongs to the library and shall come into force from the date of promulgation.

Financial management system of library

In order to standardize the financial behavior of libraries, strengthen financial management, improve the internal financial restraint mechanism, improve the efficiency of the use of funds, and promote the development of libraries, this system is formulated in accordance with the relevant laws and regulations of the state and the management systems and regulations of schools, and in light of the specific conditions of libraries.

(1) Basic Principles

1. State and university laws and regulations on financial management and various rules and regulations shall be the criterion, and financial discipline shall be strictly observed.

2. Adhere to the principle of diligence and frugality, correctly handle the relationship between library development needs and fund supply, strengthen management, and improve the efficiency of fund use.

3. Special funds should be used exclusively. The various special funds allocated by the school can only be earmarked for special purposes, and are never allowed to be used for other purposes.

(2) Sources of funds

1. The University shall allocate annual expenses for the purchase of literature resources, office and business expenses, book processing and binding expenses, equipment purchase and maintenance, cultural construction expenses and various incentive fees.

2. Reader's computer fees, book overdue compensation and fines, etc.

3. Various special funds allocated by the school in the process of library business construction.

(3) The use of funds

1. The expenditure of various library funds must be strictly examined and checked at various levels.

2. The purchase of important and large quantities of goods required in the business work must be bid through the university's Procurement and bidding Management Center. The funds can only be spent after the contract is signed by the contractor, the director, the secretary and the discipline inspection committee, reviewed and signed by the Assets Department and the Finance Department of the University, and approved by the university leaders.

3. Adhere to the "one pen" examination and approval system in the library for daily work expenses. Each expense must have the handler, the director of the signature, more than 2000 yuan need to be signed by the secretary or deputy director, discipline inspection committee, and according to the provisions of the school document, need to be in charge of the approval of the school leader after its approval, before reimbursement.

4. The museum does all kinds of office supplies purchase, must first obtain the approval of the museum leader before purchase. In addition to the regular bills, it is necessary to attach a detailed list, including the name of the item, the unit price and the quantity; City tolerances, except for special circumstances, generally can not send cars, in order to save transportation costs.

(4) Post setting

The relevant financial affairs of the library shall be handled by the staff of the General Section of the library. The staff of the general section shall do a good job in the financial affairs under the leadership of the Department of Accounting and Finance of the University and the person in charge of the library.

(5) Other relevant regulations

1. All chargeable service items of the library must be reported to the Department of Finance of the University, and can be implemented only after examination and approval by the university. In principle, all the funds collected shall be directly handed over by the readers to the Financial Planning Department of the University for unified management. Without approval, any section (department) or individual is strictly prohibited from collecting any fees from readers.

2. All the relevant personnel of the library who are engaged in economic exchanges must strengthen their study, abide by the law and discipline, be honest and perform public duties, and withstand temptation, poverty and loneliness.

Any violation shall be dealt with in accordance with laws and regulations, school discipline and regulations.

This system shall be implemented from the date of promulgation, and the General Section of the library shall be responsible for the interpretation of relevant provisions.

Instructions for readers to enter the library

1. Please swipe your campus card when entering the library. Visitors must register before entering the library.

2. Please dress appropriately for admission and inside. Slippers and loud high-heeled shoes are not allowed.

3. Keep quiet, no loud phone calls, Shouting or making noise.

4. No food (including snacks, etc.) is allowed in the restaurant.

5. Pay attention to hygiene, keep the table clean, do not litter at will, wash the toilet in time.

6. Fire-fighting areas, fireworks, illegal use of electrical appliances, private power

sockets are strictly prohibited; Pay attention to safety, do not climb the platform or stay on the platform.

7. It is forbidden to occupy a seat for any reason other than the one assigned to you in the study room.

8. Take good care of public goods, do not move the supporting reading table and chair, move to use the single equipped chair, please return to the seat in time when you leave; Keep the wall clean, do not paint, do not pollute and destroy.

9. Read the books and periodicals do not randomly placed, please place in the initial position or workbench.

10. When leaving the library, please tidy up the desk in the study room. In the public reading area, please take private books and articles with you or put them in the storage cabinet, otherwise they will be collected and safeguarded. Please take care of your valuables by yourself.

Library Service Guide

I. Division of labor of the current library team

Mo Lianguang (directly under the Party Branch secretary, library director,)

1. Presided over the party affairs of the library, planned the construction and development of the party branch directly under the library, and led the group work.

2. Responsible for ideological and political education, party conduct and clean government construction, stability maintenance, publicity of United front, retirement, secretarial work, etc.

3. Contact General Department and Urban Library Research Institute.

4. Complete other tasks assigned by school leaders.

Wang Runhua (Deputy Director)

1. In charge of daily work and basic services such as reader service, assets, fire safety, security and cleaning, water and electricity maintenance.

2. In charge of reader service Department and student management Committee of library.

3. Complete other tasks assigned by university leaders and the Party branch secretary (director) directly under the library.

Wu Xianghua (Deputy Director)

1. Responsible for the construction of smart library, management and maintenance of network electronic equipment and information system.

2. Assist the secretary in dealing with party affairs, contact the Information Service Department and the General Department

3. Complete other tasks assigned by university leaders and Party branch secretaries (curators) directly under the library.

Lei Huan (Deputy director)

1. In charge of library resource supply, data collection, reading promotion, service desk, etc.

2. In charge of the library division of labor, contact the literature collection department, information Service department and reading promotion Department.

3. Complete other tasks assigned by university leaders and the Party branch secretary (director) directly under the library.

ii. Work procedures

(1) Procedures for graduates to leave the school

1. In the Jinpan library management system, the book loan and return function of the reader's card is cancelled without arrears (book compensation, overdue payment) and no borrowed books, and then the part of the reader's library book return link is reviewed and approved in batch in the school leaving system.

2. In case of arrears (book reparation, overdue payment) or unreturned borrowed books, readers should go to the General service desk on the second floor of Yifu Library to complete the arrears payment or book return procedures, and then cancel the book loan and return function of the reader's card, and log in the school leaving system to check the return of books in the reader's library.

3. Readers who have lost borrowed books need to buy the same books in advance to the general service desk on the second floor of the Shaw Library to do the claim book or direct compensation procedures, after completing the procedures to cancel the reader's card book loan and return function, and log in the leaving school system to the reader library book return link audit.

(2) The reader's paper book loan and return process

Lending:

1. Readers can search the books and determine the book information (collection address, whether it is on the shelf, etc.) through the software of the book bibliography retrieval system in the self-retrieval equipment of the Super Star mobile library and each floor of the library.

2. Find books on the shelves on the floors.

3. Check out books at the information desk (or self-service check-out machine). If there are books that have exceeded the loan period that have not been returned, please go through the procedure of returning the books that have exceeded the loan period first, otherwise you will not be able to continue to borrow the books.

To return:

1. Go to the information desk (or self-service loan and return machine) for book return.

2. If the books are not returned on time, the overdue payment (calculated at 0.2 yuan per book per day) should be paid at the General Service desk on the second floor of the Shaw Library. Otherwise, the continued borrowing of the books will be affected.

3. In case of book loss: 1 readers according to the book bibliographic information (ISBN, author, publisher, etc.) to buy the same kind of legitimate books to the general service desk on the second floor of the Shaw Library to handle the claim and pay the book processing materials fee (5 yuan/book). If readers cannot buy the same kind of legitimate books by themselves, they need to go to the general service desk on the second floor of Yifu Library for book compensation (5 times or more than 5 times the book price).

(3) The use process of readers' digital resources

1. Visit the library website <http://tsg.hncu.net>.

2. Click "Digital Resources Entrance" on the home page to enter the catalog of digital resources, and view six categories of digital resources: Chinese resources, foreign resources, examination resources, Co-construction and sharing, Open access, and trial resources.

3. Readers choose the corresponding database according to their needs, open the corresponding link, and enter the database to search for resources according to the instructions of the user guide.

4. In case of resource usage problems, please contact Ms. Zhong, Information Service Department, Room 202, Second Floor, Yifu Library, Tel: 13272159232.

(4) The library storage process of secondary colleges

1. Clearly contact the staff of literature collection and editing of the secondary college (Huang Wei: 13469405170; CAI Daichun: 15873712923);

2. The secondary college will send the books to Room 107 of Yifu Library for processing and provide the purchase list;

3. The secondary college will print the fixed assets acceptance sheet to the Assets Department according to the property issued by the document acquisition Department after processing and warehousing;

4. The secondary college shall send the fourth copy of the fixed assets acceptance form to the staff of the literature acquisition and compilation Department after the account submission, and file it for future reference.

(5) Reader book resources recommendation and purchase process

1. Face-to-face recommendation purchase

Student readers: Direct book resource information (book title, book number, author, publisher, publication year, language and other information; For periodicals, please provide the publication name, publication number or mailing code; For digital resources, please provide the name of the database) to the library's Document collection Department (Room 107, 1st floor, Yifu Library).

Teacher readers: the book resources information (book title, book number, author, publisher, publication year, language and other information; For periodicals, please provide the publication name, publication number or mailing code; For digital resources, please provide the name of the library) and submit it to the librarian of the reference room of the College, who will send it to the Collection and editing Department of the Library (Room 107, 1st floor, Yifu Library).

2. Email recommendation for purchase

The book resource information (book title, book number, author, publisher, publication year, language and other information; For periodicals, please provide the publication name, publication number or mailing code; For digital resources, please provide database name) and email to 570158736@qq.com.

3. Platform recommendation

(1) Imagine the star Alfa purchase platform

① Readers enter the Imagine Star Alfabou platform, click to log in (user name: one card account; Password: 123456), or enter the official website of the library, click on the "reader recommended purchase".

② Search for a large number of books, choose your favorite books, click "paper book recommendation purchase", fill in the reason for the recommendation purchase, and click "paper book recommendation purchase" again.

③ After the success of the reader recommendation purchase, the platform will recommend the purchase information feedback to the library, the library and then unified purchase, after processing readers can come to the library to borrow.

Link: <https://buy.cxstar.com/dpBooks/>

(2) Xinhua Media Library and university textbook service platform

① Readers enter Xinhua Media Library and college textbook service platform, click to log in (user name: Hunan City College; Password: 123456).

② Search for a large number of books, select the book you like, and click "Order" or "Add to cart".

③ After the successful purchase of readers, the platform will recommend the purchase information feedback to the library, the library and then unified purchase, after processing readers can come to the library to borrow.

Link: <http://www.xinhua.sh.cn/WebLibrary/>

(3) Yuntian Shopping platform

(1) the reader into the kumota buy recommendation platform, institutional choice "hunan city university", the user name: hncsxy01, hncsxy02, hncsxy03, hncsxy04; Password: 123456).

② Search for massive books, select the book you like, and click "Add to cart".

③ After the successful purchase of readers, the platform will recommend the purchase information feedback to the library, the library and then unified purchase, after processing readers can come to the library to borrow.

Link address: rmd.ytzhahui.com

iii. Responsibilities of each department in the library

(1) General Department (Section Head: Huang Wei)

Job Responsibilities

1. Assist the leaders of the museum in formulating and implementing the development plan, work plan, rules and regulations of the museum, and organize various activities of the museum; Drafting and formulating various systems, work plans and summaries of the department;

2. Responsible for internal and external reception and coordination work, responsible for arranging relevant meetings, making records and supervising the implementation.

3. Responsible for information exchange, collection, transmission, follow-up and reporting of materials on the school's public media platform; Responsible for the publicity of library affairs, the maintenance of the sunshine platform and the publicity and report of the related work of the department.

4. Responsible for the implementation of various safety systems and fire prevention measures of the library, and assist the Security Department to carry out safety knowledge education and safety training.

5. Liaised with the Infrastructure and Logistics Management Office to maintain and repair the facilities and equipment of the library, such as water, electricity, mud and wood.

6. Responsible for market research, plan declaration, contract drafting and countersigning of library equipment; Responsible for the procurement and distribution of office supplies.

7. Responsible for library seal and archive management.

8. Responsible for the attendance, performance salary statistics and reporting of all library staff.

9. Responsible for collecting, summarizing and reporting the annual summary, assessment and evaluation, scientific research results of all staff in the museum.

10. Assist in the management of temporary employment, work-study and reading promotion.

11. Complete other work assigned by museum leaders.

(2) Literature Collection Department (Director: Huang Wei)

Job Responsibilities

1. Responsible for the party affairs of the library (including ideology); Drafting and formulating various systems, work plans and summaries of the department; Responsible for the publicity and report of the related work of the department.

2. Carefully listen to the opinions of teachers and students on the collection of books, timely grasp the publishing trends, do a good job in paper literature collection and selection, and build a paper collection system with the characteristics of the school.

3. Formulate annual purchasing plans and programs for paper documents, rationally allocate procurement funds, strictly implement the approval system, and effectively save funds and expenses.

4. Complete the procurement of paper documents in strict accordance with the "Hunan City College Procurement and Bidding Management Measures".

5. Responsible for the acceptance and processing of paper books to the library, according to the relevant acceptance, classification and cataloging standards and book processing procedures, complete the work tasks with quality and quantity.

6. Responsible for the shelving and sorting of newspapers and periodicals to the museum and the binding, acceptance, shelving and sorting of back periodicals to the museum.

7. Responsible for the acceptance and processing of paper documents in reference rooms of secondary colleges, and timely communication and coordination between libraries and reference rooms of secondary colleges.

8. Responsible for the distribution of literature collection and the handover of the library.

9. Responsible for timely providing all kinds of statistical data and statistical statements of the library's paper literature, timely releasing new book notification and carrying out paper literature publicity, timely eliminating and cancelling the paper collection of literature.

10. Conscientiously carry out business learning and work experience exchange, and constantly innovate to improve the efficiency and quality of collection and editing work.

11. Do a good job in the safety, fire and health management of the department.

12. Complete other tasks assigned by museum leaders.

(3) Information Service Department (Director: Zhong Liping; Vice Minister: Xia Hongmei)

Job responsibilities

1. Drafting and formulating various systems, work plans and summaries of the department.

2. Responsible for library publicity work; Responsible for library website construction, daily management and maintenance; Responsible for publicity and reporting related work of the department.

3. Responsible for the construction of digital resources and information services such as publicity and promotion, formulate annual procurement plans and programs

for digital resources, rationally allocate procurement funds, strictly implement the approval system, and effectively save funds and expenses.

4. Daily service and maintenance.

① Responsible for the loan and return of books, compensation and punishment, repair and other related circulation lending work.

② Be responsible for leaving school procedures.

③ Responsible for electronic reading room recharge transfer, abnormal situation handling, reader message book and library knowledge and other reader consultation services.

④ Responsible for the daily data maintenance of Jinpan Library network integrated management system and reader information management and maintenance, such as data statistics, student status changes, reader data anomaly processing and department professional evaluation book data statistics.

⑤ Responsible for the management and maintenance of the terminal equipment of the college reference room, the video surveillance system and network of the library, the central computer room and weak current well, the hardware equipment of the electronic reading room, the electronic card electronic access control system, the conference room equipment, the electronic display system, the Goethe and Bowatch system, and the study style index display system.

5. Complete other work assigned by the library leaders.

(4) Reader Service Department (Director: Huang Xiao; Deputy Minister: Liao Shujun, Liu Yu)

Job duties

1. Drafting and formulating the department's various systems, work plans, summaries and publicity reports on the department's related work.

2. Responsible for library trade union work and family planning work.

3. Responsible for the shelving and sorting of books, the sorting and maintenance of books in the library, ensuring that the disorder rate of books does not exceed 5%, and transporting the empty book truck to the service desk on the second floor.

4. According to the actual needs, the books under the jurisdiction of the reverse shelf, shelving, etc.

5. Responsible for the arrangement and maintenance of books, bookshelves, reading tables and chairs, postgraduate study rooms, stairwells and other places under my jurisdiction.

6. Responsible for book sorting, safety inspection and reporting in the area under my jurisdiction.

7. Responsible for cleaning the reading desk and putting students' belongings in designated places.

8. Publicizing and introducing the library lending system to readers, advising readers on uncivilized behaviors, and guiding readers to develop civilized library use habits;

9. Responsible for guiding students to use the inquiry self-service terminal;

10. Responsible for reception, reader consultation and other services;

10. Responsible for repairing books such as book labels and magnetic strips;

11. Complete other tasks assigned by museum leaders.

(5) Reading and Promotion Department (Director: Tang Li Kwong)

Job Duties

1. Drafting and formulating various systems, work plans and summaries of the department; Responsible for the formulation of annual reading promotion activities plan.

2. Responsible for the implementation of all theme activities in the annual reading promotion activity plan.

3. Responsible for managing the Reading Association and the Reading Association, guiding and assisting the Reading Association and the Reading Association to carry out various activities; Responsible for the management of library wechat public account.

4. Responsible for the promotion and reporting of reading promotion activities.

5. Responsible for "one-stop" service work.

6. Complete other work assigned by museum leaders.

(6) City Library Research Institute (Director: Tang Liguang)

Job Responsibilities

1. Assist the library leaders to do a good job in scientific research management of the library.

2. Take the lead in organizing all librarians to actively carry out relevant research on the construction and development of urban libraries.

3. Responsible for the organization and implementation of students' information literacy courses such as literature retrieval and classic reading.

4. Complete other work assigned by the leaders of the library.

Library electronic screen management measures

The electronic screen of the library is the window to publish real-time data and information, publicize and display the image of the library to the teachers and students of the whole school. In order to give full play to the role of the electronic screen, clarify the management responsibilities, and ensure the smooth, orderly, standardized and legal release of information, the following provisions are made:

First, electronic screen management principles

1. Conscientiously implement the relevant policies of the Party and the State, strictly abide by the laws and regulations of the state, the relevant provisions of the university and the library, and strictly review the content to be published to ensure its safety, authenticity and effectiveness. It is forbidden for anyone to use electronic screens to broadcast reactionary, violent, pornographic and other illegal and public order and good customs content.

2. Whoever is in charge shall be responsible, and whoever reviews shall be responsible.

3. Put records in place.

Second, the electronic screen playing time

In principle, it automatically opens and closes at 8:30 am and 10 PM every day (in addition to cold and summer vacation).

Third, the content of information release

1. Real-time data on the utilization of library resources;

2. internal and external notices about the library;

3. Notice and publicity of various library activities;

4. Related contents of new book prenotices;

5. promotional slogans and welcome words for important meetings, superior inspections and visits from fraternal units;

6. Greetings for important festivals;

7. Other information approved by the leadership that needs to be released.

4. Process and management of information release

1. The technical management of the electronic screen shall be designated by the Information Service Department. The content of relevant sections shall be responsible for the relevant departments authorized by the library.

2. The content of the section shall be provided by the designated personnel of the authorized relevant departments and edited in the prescribed format. After the initial review by the department director, it shall be reviewed by the responsible leader.

3. In general, the display content, clear display mode and time should be prepared two days in advance; In special cases, it shall be approved by the leader in charge and released in a timely manner.

4. The management personnel of relevant sections shall timely release and update the content information, and do a good job of archiving and backup the information.

5. Precautions

1. The display management personnel must set the operation password, and shall not disclose it to others, and any other personnel shall not operate the electronic screen equipment without permission.

2. May not adjust, modify the screen player software important parameters and Settings.

3. The management machine is prohibited from using irrelevant software, CD, U disk, etc., to avoid the spread of viruses.

4. The technical management personnel should carry out regular and daily maintenance of the electronic display, the screen body should be kept clean, and the management machine should maintain a good performance state.

5. Technical management personnel should check the screen regularly and make a log. When the display screen fails, the contractor should be notified in time to send technical personnel to deal with it. At the same time, daily maintenance and emergency repair records must be made.