

# **JAIPURIA INSTITUTE OF MANAGEMENT INDORE**



## **LIBRARY POLICY**

# Contents

## 1. Introduction

Role of Library  
Organizational Chart

## 2. Library Committee (LC)

Composition and Responsibilities

## 3. Library Budget

Discount Rate

## 4. Procurement of Learning Resources

Procurement of Books: Process and Approval  
Book Exhibition  
Terms and conditions for Vendors  
Book Procurement Process Work flow  
Book Bank  
Database  
Subscription of Journal  
Subscription Process and Approval  
Subscription Process Work Flow

## 5. Weeding Policy

## 6. Issue/ Return Procedure

## 7. Stock Verification and Procedure to Write off Books

Loss of Publications  
Procedure for write-off

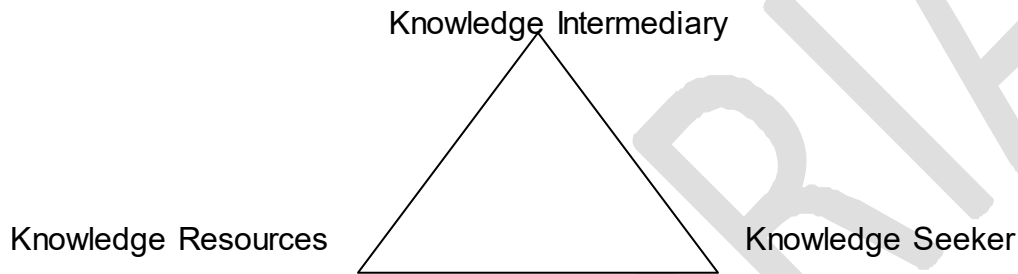
## 8. Library Timing

## 9. Services to the Library User

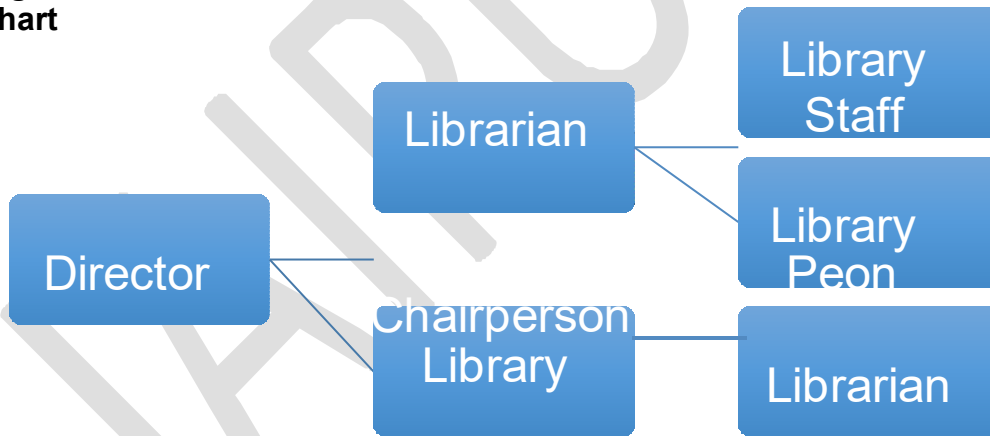
# 1. Introduction

## Role of Library

Library plays a very critical role in supporting the academic programmes of the institute. To cater information needs of the Institute, undoubtedly, Library and Resource Centre (LRC) is evolving ahead with facilitating teaching and learning with authentic and quality information. The LRC is working on facilitating users on the campus and off the campus with authentic, speedy and timely information. Dr.S.R.Ranganathan, father of library Science development in India has said that the Library is the trinity of Knowledge Resources, Knowledge Customer and the Knowledge Intermediary.



## Organizational Chart



## 2. Library Committee (LC)

The function of the Library Committee is to support the functioning of the library. It acts as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute. The Library Committee (LC) is to be appointed by the Director of the Institution, which consists of four faculty members and the Librarian. Director is de-facto member of all committees of the institute.

### Responsibilities

- To provide general direction to the Library
- To formulate the policy for library use and procedure to be framed
- To review the functioning of the library about its support to the academic programmes of the institute.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to suggest the library in their adoption.
- To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
- Minutes of the meeting shall be recorded and circulated to all members for consideration and approval.

### Present Library Committee

<b>Dr. Prithvi Yadav (Director)</b>	<b>– Chairman</b>
<b>Dr. Sahil Jasrotia</b>	<b>– Library Chair</b>
<b>Mr. Nitesh Singh Pawar (Dy.Librarian)</b>	<b>– Secretary</b>
<b>Dr.Rekha Attri</b>	<b>– Member</b>
<b>Dr.Romi Sainy</b>	<b>– Member</b>
<b>Dr.Neeraj Gupta</b>	<b>- Member</b>
<b>Dr.Tarun Agrawal</b>	<b>- Member</b>

## 3. Library Budget

Library submits its annuals budgetary requirements to the management. Once the budget is sanctioned at the beginning of each financial year, library is authorized to procure material as per budgetary provisions. Director and Chairperson Library Committee are the final approval authority for procurement of any type of material in library.

## **Discount Rate:**

Tenders/Quotations called for procuring everything in library. Comparative chart is prepared for finalize the work order to vendors.

## **4. Procurement of Learning Resources**

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it is a book, journal or an online database.

### **Procurement of Books: Process and Approvals**

- Faculty can recommend the books to be procured for their courses and research. Students can also recommend the books for the procurement.
- Library does not purchase more than 5 copies of a particular reference title. If needed as a textbook, the library will purchase the same from CO as a course material for Book Bank.
- All faculty indents will be routed through Librarian for the approval of Chairperson Library and Director.
- The ordering can be done by print, online, e-mail, Telephonically etc. depending upon the convenience of the library with standard terms and conditions. The Librarian will issue purchase Orders.
- Librarian is authorized to procure any library related item up to Five Thousand rupees without approval requirement of higher authorities as department head.
- If the cast of a particular title is more than Rs. 5000/ can be procured with the recommendation of chairperson of that area, if the same was really needed for research or reference purpose.
- Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks' time may be given. Books which arrive after this will be accepted only after taking approval from the authorities
- Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed

### **5. Book Exhibitions:**

Library arrange book exhibitions through publishers, their representatives, or the suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture. Faculty, staff, students and library plus library committee can recommend any book of their choice during the

Exhibition. All collected requirements will be discussed and evaluated in library committee meeting and final list is prepared based upon budget availability, balancing different areas requirements, adding both management and general titles and further balancing faculty, staff and students' requirements. Library checks for duplication and removes the duplicate titles from the list unless multiple copies of the title are necessary. Normally, library does not purchase more than 2 copies of a title. If needed more than that, the library will purchase the same from CO as a course material for Book Bank. Final lists are submitted to the Director for approval after library chairperson's signatures.

### **Terms and conditions for Vendors**

- All books carry a discount as per the agreed terms.
- This order should be acknowledged within 15 days from this date
- If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. The maximum time limit for supplying such book is 30 days.
- This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.
- You should certify on the invoice that the prices quoted there in are the publisher's current prices
- Payment will be made within 30 days from date of receipt of the invoice.

### **Book Procurement Process Work flow:**

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets,
- Publisher catalogues marked and signed
- Find out the exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status & Discounted rates.
- Put up for Approval
- Prepare and Issue Purchase Orders after approval
- Receiving the ordered titles from Suppliers/Vendors
- Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in invoice
- Foreign Exchange Rate Verification as per Good Offices Committee
- Classify Books (as per the Dewey decimal classification (DDC) Schedule
- Write the Class no. on the back of Title page
- Bibliographic Details of each book is entered into Cataloguing Module database according to AACR2 Standards
- Assigning Keywords: keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape
- Prepare Book cards.
- Shelving in proper place of library rack.

## **Book Bank**

Book Bank books purchases are made through CO (society) for all campuses, the library only collects requirements from faculty in consultation with program office regarding number of students or if any new course is introduced in any of the program. Once the books received from the CO, all the necessary technical processing must be done and added in to Book Bank collection.

## **Databases**

Any requirements of adding new databases are discussed in library committee meetings, endorsed and signed by all members, then forwarded to the director for approval and then order is placed for the same within the budget availability. For any additional budget requirement, library committee recommendations with reasons and supporting documents are placed before Director who in turn upon his/her satisfaction seeks society approval for the same. Online databases subscriptions like Ebsco, Scopus and Turnitin (Anti-Plagiarism Software) that are decided at society level. Other databases subscribed based upon library committee and faculty recommendations.

## **4 Subscriptions of Journals:**

### **4.71 Subscription Process and Approvals**

- Budgetary provision: Ensure that adequate recurring/annual funds are available for the renewal of Journals or new Subscription/renewals etc. as required.
- Beginning of Renewal Process: The process of renewals should begin at least three months in advance (in October) so that by December end, early January all the renewals are done and the subscriptions are continued without any discontinuation in issues.
- Indian/Foreign Journals will be subscribed directly from the publishers or from agencies as per convenience.

#### **4.72. Subscription Process Work Flow:**

- Prepared the list of journals to be renewed, faculty can also recommend new titles.
- The list will be processed.
- Journals Renewal and Subscription Orders will be issued to the agents by Librarian
- Receiving the invoice and process for payment
- Maintain proper Bill Register
- Record of receipts of the journal issue
- Timely display of the Loose Issues of the periodicals on the respective display racks.

#### **Non-Supply of Journal Issues:**

- Reminders: Missing issue reminders can be sent with the following frequency:
- For weekly and bimonthly journals: Once every month
- For Quarterly/Biannual journals: Once every three months
- Replacement of missing issues: Supplier must be asked to replace missing issues by way of replacement copy, or publisher certified and reproduced copy or refund in the form of credit note or Demand Draft/Cheque or extend the subscription period equivalent to corresponding period.

### **5. Weeding policy**

Weeding is a basic part of the collection development process. Getting rid of the old is just as important as acquiring the new.

The following categories of materials can be considered for weeding out:

- Newsletters, light reading magazines, journals (If available online) annual reports, directories, yearbooks, etc. are weeded out annually.
- Duplicate issues of the journals may be weeded out.
- Books/Journals that have become unserviceable/mutilated due to heavy use, wear and tear, obsolete/white ant old infected material.

### **6. Issue/Return procedure**

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

#### **While Issuing Book:**

- Quickly glance the book for any damage
- Check-out the books through the bar code
- Ensure to sign in the book card.
- Handover the books to the user
- Mail to the user (check-out)



While receiving the books:

- Quickly glance the book for any damage
- Check Due dates
- Check- in books through bar code.
- Cancel the entry in Book Card
- Mail the user (Check-in)
- Send them to Stack for Shelving

### Entitlement of borrowing Books

- Faculty 25
- Students 14 (3 from Main Library & 11 from Book Bank)
- Visiting Faculty 05

### Overdue Reminders

- To Mail every fortnight to students
- Once in a Quarter to Faculty/Staff

## Loan Period

Type of Item	Loan Period
Books (Core Collection)	General reference for 15 days can be extended the loan period if not in demand, textbooks for entire term to the students. Not apply to faculty.
Textbooks from Book Bank	Entire Term ( Maximum 6 Month)
Reference books includes Directories, Dictionaries, Annual Reports	Non-Circulating
Journals, Newspapers & Magazines	Non-Circulating
Audio, Video, CD-ROMs	Non-Circulating

Not-Circulating items do not applicable to Faculty Members.

## Renewals

A Book can be renewed, if desired for a period of one week.

## Recall

Librarian can recall any books at any time.

## 7. Physical Stock Verification

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon the size of the library following periodicity is fixed.

<b>Size of library</b>	<b>Periodicity</b>
1. Up to 20,000 volumes	100% physical verification at 3 year interval
2. Above 20,000 and up to 50,000	100% physical verification at 5 year intervals

## Loss of Publications

- Some loss of publications is inevitable especially in the context of open access practice in libraries (General Rule Book 2017). The librarian and library staff has a role as information manager and facilitator and not just a custodian. It is the responsibility of entire library team to watch the students not to take away any documents without proper issuing. Therefore, librarian alone should not be held responsible for the losses.
- Loss of 5 volumes per 1000 volumes in a year may be taken as reasonable and consider for write-off after 2 consecutive missing stock year.

## Procedure for write-off

List the documents not found during stock verification

- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found.
- Compile a final list of documents not found.
- Compare with the list of earlier stock verification to identify common entries
- Put up the list of common entries to the Library Committee along with justification for the losses i.e. open access, large number of students visiting library, losses within permissible limits, etc.)

- Obtain approval from the Chairperson, Library Committee
- Obtain approval from the Director / Competent Authority
- Make necessary entries in the accession register for write-off register (After Consecutive Missing of book in two stockverifications) and database as well.

Physical stock verification procedure through one to one physical stock verification through work force available, it performed ease with less work force. One person brings the books from the shelf and scanned the bar code label through the bar code reader. We do start verification from a shelf one by one book, verify that and do the same practice to last shelf, when verification over.

## 8. Library Timings

Monday to Friday	:	9.00 A.M. - 8.00 P.M.
Saturday	:	9.00 A.M. - 5.00 P.M.

## 9. Services to the Library User

**Reference and Information Service:** For any kind of query regarding to the knowledge are provided to our knowledge customers.

### Student information support service

The Library has initiated a new service, Student Information Reference Service. This is to assist the information needs of students to complete their assignments, projects, class preparation, placement preparation etc. The library professional staff assist them in addressing information requirements. The requirements may include help in identifying the appropriate databases for assignments or classwork, customized orientation to specific databases, company information, industry information etc.

**Inter - Library Loan:** The library has set up contacts with libraries for getting articles, copies or books, which are not available in our library. This service is provided only to the faculty members. Any books or articles of journals available to the other libraries located in India can be borrowed for 15 days free of cost. We can also use the facility of IIM INDORE & DELNET for ILL.

**Reprography & Scanner:** The facility of photocopying, printout and scanner is available in the Library for non-issuing knowledge resources to the students.

**Current Awareness Bulletin/SDI Service:** This service is provided via E-mail to the faculty members and the students, in form of contents of new arrival periodicals, Conference alert, MOOC Courses available.

**The Library also provide Daily News Update, Case Studies, Selected Full Text Articles, Company Profiles and other selective dissemination of information to the users community via E-mail on demand.**

**Reservations:** A user can reserve his/her needed titles, which are already checked-out.

**Bibliography and indexing services:** The faculty members are providing the compilation of subject bibliography on demand.

**Database Search Service:** Helping the students in query handling and provide guidance how to use the databases. Providing hands on training to students from Database experts.

**Document Delivery:** To reach directly to the library user we use electronic delivery of desired information and articles on his/her desktop via E- mail.

**Turnitin Plagcheck:** <https://www.turnitin.com/>: Library Manage the turnitin plagcheck software to check pilgrims in research for faculty and students.

**Books are Best Friends**