

# LIBRARY MANUAL-2020-21



## 1. Introduction

JIMS Library consists of vast collection of different types of documents comprising Books, Journals, Magazines, Project Reports, Compact Discs, Solved Question Papers, Best Answer sheets etc. on different subjects/ areas that collectively support the teaching & other extension programs. All in-house operations in the Library are fully computerized using popular software *LIBMAN* that also provides access to the online catalogue of Library.

## 2. Library Working Hours

Monday to Saturday: 8:00 am to 6:00 pm

The Library remains closed on Sundays and other holidays.

## 3. Policies & Guidelines

### 3.1 Library Membership:-

All students, faculties and employees of the Institute are entitled for membership of the Library. The ID will serve as Library card as it has bar code for Library Membership.

### 3.2 Loss of Library cum Identity Card:-

As the ID card with bar-code sticker is required for issue of books, the loss of ID card should be reported to the administration immediately. The Duplicate ID cum Library Card will be issued to the concerned person after paying a fine of Rs. 200/- with the copy of F.I.R from the Police Station. The borrowers shall be responsible for any loss or misuse of their original/ duplicate card.

### **3.3 Borrowing Rules for Library books:-**

- Students can borrow maximum **two books for one week only**.
- Borrowers must satisfy themselves about the condition of books at the time of borrowing. Otherwise, they shall be responsible for any damage to the books noticed at the time of returning.
- Damaged books will have to be replaced by the borrower.
- In case of loss of books by the borrower, the borrower is required to replace the book with the latest edition with fine due, if any, on that book at the time of return.
- General books are issued or returned on all working days.
- Reference Books can be consulted within the Library Premises and is available for photocopying purpose on depositing the Library cum Identity Card by the student at the Circulation counter. The book should be returned on same day otherwise fine of Rs. 100/- per day will be charged.
- Journals/ Magazines/ Project Reports/ Question Papers, Best Answer sheets/ Newspapers can be consulted within Library premises only.
- Only faculties can borrow Magazines/ Journals for overnight use.

### **3.4 Overdue Fine for Library books:-**

The student must return the borrowed Library books on or before the due date stamped on the due date slip.

A fine of Rs. 5/- per day per book is charged for the late return of General books. The same has to be paid in cash at the time of returning the overdue book. If the fine is not paid, further books are not issued.

### **3.5 Book Bank Facility:-**

Book Bank Facility is available to the students, in which one book will be given for each subject in every semester. In order to avail this facility each student member is required to return the books before the commencement of the new semester.

### **3.6 Borrowing Rules for Book Bank books:-**

The library provides the Book Bank facility to all the students on the following terms and conditions:-

- Each student will get one book for each subject of the semester, duly recommended by the subject faculty.
- The books issued at the beginning of each semester must be returned to the Library, within one week of the completion of End Term Examination of the IP University.
- The new books in the next semester will be issued only when the books of the previous semester have been returned in good condition and account settled.
- Borrowers must satisfy themselves about the condition of books at the time of borrowing. Otherwise, they shall be responsible for any damage to the books noticed at the time of returning.
- The students are strictly advised not to write, make any mark on the book or damage any book given to them.
- The student will have to arrange binding of the book, in case binding is required. In case of loss of books by the borrower, the borrower is required to replace the book with the latest edition with fine due, if any, on that book at the time of return.
- Book Bank application form is attached in the Annexure

### **3.6 Overdue Fine for Book Bank books**

A fine of Rs. 5/- per day per book is charged for the late return of Book Bank Books. The same has to be paid in cash at the time of returning the overdue books. If the fine is not paid, further next semester books are not issued.

**Note :- The book bank books have to be returned by all the members within one week of the last IP University End Term examination in each semester, for which the students are informed through following ways :-**

- **A notice is put on the notice board in their respective departments and class room**
- **SMS is sent on their mobiles.**
- **E-mail are forwarded to the students.**

## **4. Services and Facilities**

### **4.1 Online Public Access Catalogue (OPAC):**

OPAC helps the user to retrieve the reading material by the author, title, subject, classified number & publisher. The OPAC also provides information about the status of the books available in the Library.

### **4.2 Reader's Assistance:**

The Library provides assistance to users in activities ranging from location of a book to finding specific information required by a user.

### **4.3 Encyclopedia Britannica:**

Encyclopedia Britannica is available in the reference section separately.

### **4.4 Suggestion/ Feedback Register:**

The Library maintains the Suggestion/ Feedback Register where the user of the Library can recommend any Book/ Journal/ Magazine. The user can also give feedback, suggestions and measures for improving the facilities and services of the Library.

### **4.5 DELNET:-**

DELNET was started at the India International Centre Library in January 1988 and was registered as a society in 1992. It was initially supported by the National Information System for Science and Technology (NISSAT), Department of Scientific and Industrial Research, Government of India. It was subsequently supported by the National Informatics Centre, Department of Information Technology, Ministry of Communications and Information Technology, Government of India and the Ministry of Culture.

DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerised services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible.

The JIMS Library is a member of DELNET. As such, the users at JIMS Library can access databases hosted by DELNET.

### **4.6 American Library Membership:-**

The JIMS Library is a member of American Library. As such, the faculty and staff of JIMS can access database of American Centre Library.

#### **4.7 Borrowing Facilities:-**

The Library members, according to their borrowing category, can borrow stipulated number of books at a time.

#### **4.8 Newspapers:-**

The JIMS Library subscribes to 14 major newspapers published daily which are displayed in Newspaper stands for reading only.

- (i) Select articles from business newspapers are available as Research Database (Files) under various headings like Economy, Finance, SDG's, HR and regulatory.

#### **4.9 Inter Campus Library Loan & Resource sharing facilities:-**

The Library arranges to procure Books and Journals available at other Libraries of JIMS on Inter Campus Library Loan for a limited period.

#### **4.10 Photocopying Facility:-**

The Library provides photocopying facility within the premises of the Institute through an external vendor on payment basis.

#### **4.11 Course Manual:-**

The Library keeps Course Manuals for all courses conducted by JIMS. The Course Manual consists of Syllabus of the particular semester, Lesson plans, Assignments, Question papers, Case Studies etc. that provides guidelines to the faculties related to the course.

#### **4.12 Question Bank:-**

The Library provides previous years question papers for both University and Internal examinations. Semester wise question papers are mailed to faculty for discussion with students. It helps students to prepare better for examination.

#### **4.13 Selective Dissemination of Information (SDI):-**

SDI is also provided by the library in which subject wise content information of latest Newspapers/Magazines/Journals are available on weekly basis.

#### **4.14 New Book Revolving Display Stand:-**

The Revolving Display Stand in the library displays new arrivals in the library collection.

#### **4.15 Online Resources**

The Library has also subscribed e-Journals related to Management, Mass Communication, Journalism, Information Technology etc. Users of JIMS library can access these e-Journals in the user's terminals in the Library.

### **5. Library Automation**

All the Library activities including Acquisition, Cataloguing, Circulation, Serial Control and Stock Verification is automated by using LIBMAN software package. The OPAC facilitates searching of various catalogues to retrieve bibliographic details available in the Library database.

The Library uses barcode technology for computerized circulation system and stock verification. Every document in the Library bears a barcode.

## **6. Library Rules**

- **The Library is a ‘Silence Zone’. All the users of the library have to maintain complete silence in the library. If any student is found talking/ misbehaving, he/ she will be immediately evicted from the library.**
- Reading materials should not be reshelved by the user because of danger of their misplacement.
- A person shall not write upon, damage or mark any document belonging to the Library.
- **Each student should enroll his /her name, accession no. of issued/returned book in student entry register kept at the entrance of the library.**
- A person responsible for any damage caused by him/her to the books or any other property belonging to the Library, shall be required to pay the penalty imposed upon him/her by the Librarian.
- Personal belongings including **Library and Book Bank Books issued** to the students shall not be allowed inside the Library. It shall be placed at the property counter at the entrance of the Library.
- Library does not accept any responsibility for loss or damage of personal property left at the property counter.
- **Use of Mobile Phones inside the library is strictly prohibited. If any student is found using the mobile phones, the same will be confiscated for 15 days and the student asked to leave the Library immediately.**
- Smoking, chewing, eating, photography etc. are strictly prohibited in the Library
- Library should be kept neat and clean.
- Membership of a user can be suspended on account of misbehaviour with the Library staff or for any indecent action.
- No other office work should be done in the library.
- No reference book will be issued to students in any case (not even with the prior permission of the faculty).
- All teachers and students must keep the Journals/ magazines in respective shelves after reading them.

## **Contact us**

**E-mail Id:** library.vk@jagannath.org

**Phone Number:** 11-40619328

# Jagannath International Management School

**Vasant Kunj, New Delhi-110070**

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

Recognized u/s 2(f) by UGC & Accredited with 'A' Grade by NAAC

Participant of UNGC & UNPRME, New York

ISO 9001:2015 Quality Certified

**DOC.NO: JIMS-VK/ LIB /Membership STD/ F/ 01**

## **STUDENT LIBRARY MEMBERSHIP FORM**

**Name** \_\_\_\_\_

**Father's Name** \_\_\_\_\_

**Full address** \_\_\_\_\_

**(Present)** \_\_\_\_\_

\_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Email ID** \_\_\_\_\_

**Course Name** \_\_\_\_\_ **Section** \_\_\_\_\_

**Session** \_\_\_\_\_

**Enrollment No.** \_\_\_\_\_

**Passport  
Size  
Photograph**

I confirm that information furnished by me is true.

\_\_\_\_\_  
**Student's Signature**

### **For Library Use**

**Library Membership No.** \_\_\_\_\_

**Issue date** \_\_\_\_\_

**Expiry date** \_\_\_\_\_

**Issued by** \_\_\_\_\_

**(Librarian's Signature)**

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## **BOOK BANK MEMBERSHIP FORM**

**Name** \_\_\_\_\_

**Father's Name** \_\_\_\_\_

**Full address** \_\_\_\_\_

**(Present)** \_\_\_\_\_

\_\_\_\_\_

**Mobile No.** \_\_\_\_\_

**Email ID** \_\_\_\_\_

**Course Name** \_\_\_\_\_ **Section** \_\_\_\_\_

**Session** \_\_\_\_\_

**Enrollment No.** \_\_\_\_\_

**I hereby inform you that all information, which I have given, is true and I am interested to become a Book Bank member.**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**At the time of issuing the books-**

**Membership No.** \_\_\_\_\_

**Payment Details.** \_\_\_\_\_

**(Librarian's Signature)**