

**LLOYD GROUP OF  
INSTITUTIONS**

• EDUCATE • INNOVATE • EMPOWER

## **LIBRARY POLICIES AND PROCEDURES MANUAL**



*Books are infinite in number and time is short; therefore, the secret of knowledge is to take what is essential. Take that and try to live up to it.*

---- *Swami Vivekananda*

*Ladder Of Success*

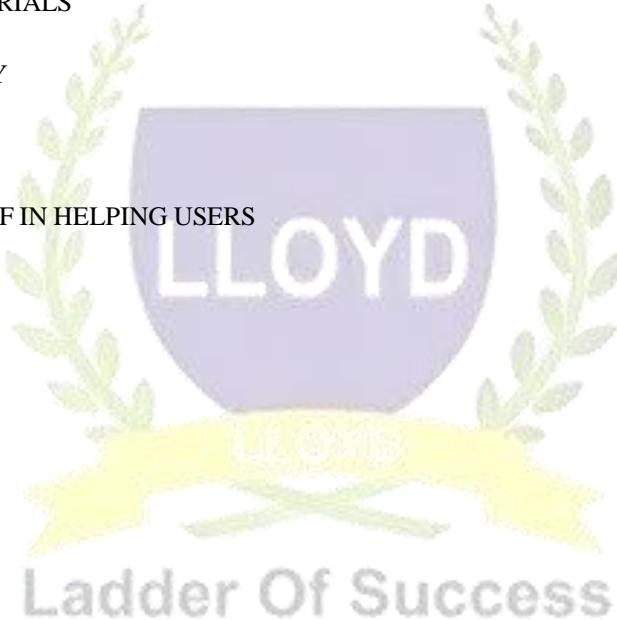
**Lloyd Institute of Management & Technology**

*Plot No. 11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306*

*Page 1 of 9*

## **TABLE OF CONTENTS**

<b>PARTICULAR</b>	<b>PAGE NO.</b>
1. PREAMBLE	3
2. PURPOSE OF POLICY	3
3. ROLE OF THE LIBRARY	3
4. VISION & MISSION OF INSTITUTE	3
5. LIBRARY GOAL AND OBJECTIVES	4
6. LIBRARY COLLECTION DEVELOPMENT POLICY	4-5
7. WEEDING POLICY	5
8. LIBRARY SERVICES	5-6
9. CIRCULATION OF MATERIALS	6-7
10. LIBRARY USAGE POLICY	7-8
11. CODE OF CONDUCT	8
12. ROLE OF LIBRARY STAFF IN HELPING USERS	8



## **1. PREAMBLE**

The Library Policy of Lloyd Institute of Management & Technology is an important instrument for the structured and efficient functioning of the library system, for providing a framework for the delivery of services to the stakeholders.

The professional library management, commitment of library staff, and the support of top management make the library a most lively place on the campus, providing a friendly environment that enables learning and advancement of knowledge, extends research and publication assistance, and facilitates students and research scholars.

## **2. PURPOSE OF POLICY**

This policy sets out the principles that guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and deselection processes and a process of continuous evaluation.

## **3. ROLE OF THE LIBRARY**

A Library is the powerhouse of any Institution. It caters to the research and teaching activities of institutions. It collects, manages, and disseminates the information to its users according to their needs. The library is situated in the heart of the campus, incorporating modern technologies to provide the readers with the right information at the right time.

## **4. VISION & MISSION OF INSTITUTE**

### **Vision:**

“To be a globally recognized center of excellence in all aspects of management education and produce ethical leaders with functional expertise, promoting sustainable solutions, and an entrepreneurial & innovative perspective to improve their employability exponentially”.

### **Mission:**

- **M#01:** To offer an academically rigorous, practice and research-supported, management education based on principled and ethical values, sensitive to the ever-changing needs of the profession, society, industry, and country.
- **M#02:** To continue to provide a stimulating learning environment that fosters the understanding of disruptive, technological developments, and encourages continuous innovation and learning.
- **M#03:** To promote the practice of collaborations and work-related learning experience, which focuses on the application of knowledge and skills that are globally relevant.
- **M#04:** Nurture personal mentoring that respects individuality and inspires students to become responsive and responsible business leaders who can make progressive and sustainable impacts.
- **M#05:** To provide broad and domain-specific knowledge to upskill students in definitive careers of functional expertise through various course electives in upcoming frontiers of management education.
- **M#06:** To stimulate and encourage entrepreneurial culture by equipping students with global business awareness and developing faculty as thought leaders.

## 5. LIBRARY GOAL AND OBJECTIVES

### Library Goal

To deliver quality and on-time service to library users.

### Library Objectives

- To understand the research, teaching, and learning needs of its users.
- To build collections and create tools to support research, teaching, and learning.
- To provide access to and promote the discovery and use of local and external information resources.
- To develop the habit of self-learning and lifelong learning.

## 6. LIBRARY COLLECTION DEVELOPMENT POLICY

- The library buys books and other learning materials that are related to syllabi.
- The library also acquires reading materials that are useful for competitive examinations. Inspirational books and fiction books are also procured.
- The library will buy textbooks, reference books, and handbooks on relevant subjects.
- The library will also buy printed periodicals and an online database for accessing scholarly content.

### Purchasing Procedure:

- Requirement of books based on the syllabus is received from the concerned faculty/staffs/students.
- This list is cross-checked with the available books, and the final requirement list will be sent to the director/group director for approval.
- The librarian will request a quotation from the vendor according to the requirements.
- After receiving the quotations from different vendors, comparative statements are prepared by the Librarian according to the library budget and submitted to the director/group director for approval and returned to the Librarians.
- The librarian will prepare the purchase order for the requirements. The purchase order will be sent to the respective vendors for books supply.
- Books received and verified for completeness in terms of price and condition, etc., then accepted books are taken into stock and processed by following regular procedures like classification and cataloguing.
- The librarian will acknowledge the bills and get them approved with the director/Group Director, and finally bills will be submitted to accounts to clear the payments.

## **Stock Verification**

Stock verification is an annual process that will be conducted at the academic year's end or before the academic year begins. It discloses the position of the loss of documents so that the replacement may be made in case of important documents lost.

## **7. WEEDING POLICY**

Weeding is the ongoing evaluation of the library collection with a view to removing those items which are no longer useful to library users. Weeding of books will be approved by the Director/Group Director.

### **Why must we weed out the library collection?**

Weeding is necessary because a library has limited physical space. It is simply not possible for a library with limited space to collect and to house all print and audiovisual materials. The following are major established reasons for weeding:

1. To Improve the Quality of Collection: Careful and regular weeding will enhance the quality and up-to-datedness of the collection
2. To Save Space and Money: Weeded materials no longer cost money for cleaning, binding, mending, extra stacks, extra files, and all the other hidden costs of maintenance and space, none of which are cut by lack of use. Crowded shelves can be avoided.
3. To Save Time: Collection weeding will save time for staff, and it helps to search looking for a particular book or trying to shelve books.

Systematic weeding increases staff knowledge of the collection. This can be extremely helpful in collection-building practices.

The librarian will prepare the weeding out of library collections according to usage of the books with the help of the respective teaching staff, after list will be sent to the Director/Group Director for approval.

## **8. LIBRARY SERVICES**

### **Ladder Of Success**

- **Working Hours**

The library is open Monday to Saturday from 9:30 a.m. to 7:30 p.m., whereas the Reading room is accessible on all days between 9:30 a.m. and 7:30 p.m.

- **Library Internet / E-Journals and E-book Service**

Online databases available are DELNET & NDLI for access to faculty members and students. The library provides a user ID and its password to users for making use of e-resources.

- **Open Access**

It provides open access to all library users. They read any references in the reference section. It helps users to make full use of the resources available in the library.

- **Library Reading Room**

Library is having a precious reading room and a capacity to accommodate 150 students at a time in the reading room of the main library.

- **Reprographic Service**

A photocopy (xerox) facility is available for the library users to facilitate prompt information and service.

- **Reference Services**

Reference Service is an important service offered by the library. It also maintains a collection of reference books consisting of encyclopedias, dictionaries, handbooks, etc.

- **Periodical Service**

The magazines and journals are made available to library users. Students have to read in the library only.

- **Newspapers**

Newspapers are available in the library. Users have to read in the library only.

- **Email Service**

On-demand soft copy of Syllabus, Question Papers, College Magazine, etc., provided to the students & faculty members by using email on the internet.

- **Digital Library**

Computers with internet & Wi-Fi Facility available in the library. Users access e-resources like E-Journals, E-books etc.

## **9. CIRCULATION OF MATERIALS**

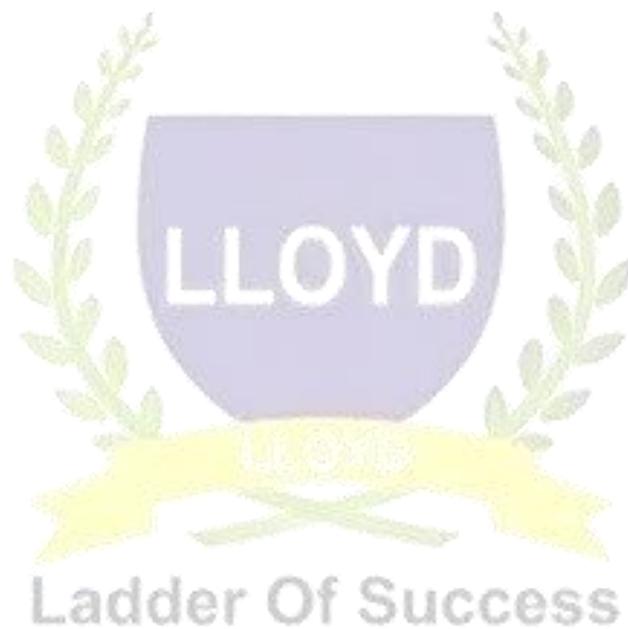
## **Ladder Of Success**

All the students are issued with library borrower cards at the beginning of the academic year. As per the policy, with respect to each category of the user, namely, students and staff.

The library user carries the borrower card to the circulation counter, and it will be issued by observing the regular procedure, like verifying the identity of the user, obtaining a signature, and putting the due date, etc. Two renewals are permitted for the books that are not demanded by other users. If there is a demand renewal are not permitted.

When the borrower returns the books on or before the due date, the documents are checked in the counter with respect to the completeness and condition of the document.

The borrower's card will be returned against the receipt of the book.



Reference books are issued for reference purposes within the library. However, on emergency, reference books are issued for overnight after obtaining the identity card with the permission of the Librarian.

- **External Users / Visitors**

External users from other institutions or colleges are allowed to use the library on a letter from their Institution or college. External users are not permitted to issue library items.

Other visitors to the library may use it, provided a staff member introduces them to the Librarian. The Concern staff member is responsible for the visitor. External users and visitors are allowed to use the library only during office hours.

- **Loss and Defacement of Books and Non-Books;**

The Cost of replacement, double the amount, along with the fine, will be charged to the person for loss or damage to the library materials. Any student who is determined to have defaced or damaged any library item intentionally will have his/her library privileges revoked for a period of time determined by the Library Committee.

Students must take care of Library Materials and must not deface them by underlining, writing, or drawing in them, removing any part of them, or in any other way.

## **10. LIBRARY USAGE POLICY**

### Rules and Regulation

- Show your Identity card whenever you visit the library.
- Write your name in the register at the counter while entering the library
- Library books issued only on his/her self-Library card.
- The loss of a library card should be immediately reported to the librarian in writing.
- If the member has lost the library cards, he/she can obtain duplicate cards from the library. Charge of the duplicate card is Rs. 100 per card, and cards will be issued for one year. If the cards are again misplaced, then no cards will be issued for that semester.
- Students borrow a maximum of 5 books for 15 days.
- Students should return their book in given time period.
- Faculty members can borrow a maximum of 5 books from the library and 2 books for any additional subject.
- In case of loss of books double price of the book lost will be recovered as a penalty.
- Take proper care of all library resources.
- Any personal belongings are not permitted into the library.
- Eatables are not allowed inside the library & reading room.
- Silence to be maintained.

- Use of mobile phones is strictly prohibited in the library.
- No library material will be issued on someone else Library Card.
- Strict action will be taken for any misbehavior in the reading room.
- Students are not allowed to sit in the library during their lecture & practical hours.
- The library will remain closed on declared holidays.

### **Digital Library**

- Internet / Digital facility is for all students.
- Playing games, chatting, downloading any pictures/ songs, videos & misuse of the internet is not allowed.
- Do not save any material on the PC.
- Printing/Downloading is allowed with prior permission of the Librarian.
- Printing/Xeroxing will be provided on a payment basis.

## **11. CODE OF CONDUCT**

- Borrowing materials without a valid library card number is prohibited.
- Not permitted to use another library Card.
- Do not reshelf Books, etc., leave them on the tables properly after use.
- Talking is strictly prohibited in the library.
- Please keep your Personal Belongings to outside the library. The library is not responsible for any item left in the library.
- Food or Drink is not allowed in the library.
- Making noise and spitting are strictly prohibited.
- Reference Books are meant for reading in the library only.
- Students shall take care of their Personal belongings; if anything is lost, the library is not Responsible.
- Mobile phones are to be set in the “OFF” or “VIBRATOR” mode before entering the library.

## **12. ROLE OF LIBRARY STAFF IN HELPING USERS**

During Normal Working hours, the Librarian and other Library staff will assist the users. They will also assist in obtaining necessary reference material for individual users. The library will also provide necessary services to obtain personal subscriptions or book purchases for faculty and students.