

**IIMT**  
**UNIVERSITY**  
**MEERUT**

Transforming Education System, Transforming Lives



UGC Approved

Section 2(f) & 12B

# LIBRARY POLICY

Policy No.:- IIMTU/RO/IQAC/2021/22

## LIBRARY POLICY

### Vision and Mission of the IIMT University Libraries:

#### **VISION:**

To procure the latest updated knowledge resources for the optimum use of the students, faculty members & research scholars & to encourage creation of learning, intellectual capital and lifelong learning of the stakeholders.

#### **MISSION:**

To support and enrich the stakeholders of the university and to improve the quality of the professional education in various fields by bringing it at par with the national and International standards.

### **Objectives of the IIMT University Libraries:**

1. To serve its users of different categories like students, teaching staff, Research scholars and its other associated members.
2. To collect the relevant materials like books/ e-books, journals/ e- journals, magazines, research material, electronic databases etc from reliable sources and keep all types of collection updated.
3. To maintain the pleasant atmosphere in the library's circulation and reading areas to keep the users satisfied for the optimum use of the library resources and services.
4. To organize and provide a variety of documents to fulfill the norms of inspection bodies.
5. To take the feedback from all of the users on the library resources and services, invite suggestions from the users on procurement of library resources and

improvement of library services to make the library a learning hub of the university.

## Policy of Books Purchase:

The Purchase of books in the central library and the other college libraries need shall be determined as per the policy mentioned herein.

1. The Text books shall be purchased keeping the utility of books for its users as per the course curriculum.
2. Reference books shall be purchased keeping the utility of books for its users and fulfill the norms of inspection bodies.
3. Book bank books for the students need to cover the maximum syllabus of the course for which the books are required and shall preferably be of standard publishers so that in case of the change in syllabus these books do not lose their importance/utility.
4. The requirement of the book may be suggested by the students/faculty members and before finalization shall be checked by respective HODs and Deans.
5. The requirement, after approval of the Dean shall be checked by the librarian for availability of the same or similar books in the library.
6. The requirement shall be scrutinized by the above mentioned authorities and placed for the approval of Head, library committee vis-a-vis budgetary allocation for the concerned Deptt./College.
7. The head of the library committee shall send the purchase order to Hon'ble VC/Pro VC Academics for the sanction of the order.
8. After Approval by Hon'ble VC /Pro VC Academics the same will be send to the Hon'ble chancellor/ pro chancellor for financial approval of the purchase order.
9. After final sanction, the order shall be placed to the authorized book sellers considering the quick supply of the books and the discount offered by them. Only the latest Edition of the books needs to be purchased.
10. Any other book's requirement to be processed considering the urgency of requirement and the orders of the Competent Authorities.

Signed by the Librarian of Dept/Chief Librarian and Library committee.

## Policy for Subscription of Journals:

The subscription of Journals is the very important function of any library which is an integral part of the research work and the dissemination of new knowledge of the ongoing research work in the field.

1. All concerned Departments shall provide a list of standard journals of their subject, which are not otherwise not available online, for subscription.
2. Only indexed journals in some databases such as Web of Science, Scopus, SCI, SSCI, ESCI etc shall be considered for subscription.
3. Prior to finalization of the requirements, Norms required by the Governing bodies shall be kept in consideration and shall be fulfilled.
4. The list of journals to be subscribed shall be authenticated by the respective HOD's and Deans.
5. After finalizing the list by Dean and HOD, the list shall be put for approval to the Head of the library committee
6. The approved list of the journals shall be put up further for sanctioning by the Hon'ble VC/Pro VC (Academics) with suitable justification.
7. On approval by Hon'ble VC/Pro VC academics, the final sanctioning by Hon pro chancellor /Chancellor Sir shall be done to complete financial approval of the purchase order.
8. After proper sanction by the authorities, the quotation for purchase order shall be invited from the authorized journal distributors and the order be given to the distributor offering timely supply and suitable prices.
9. The requirement shall always be processed on time, before the start of next calendar year, so that the delivery may start within time.

## Newspapers Subscription Policy:

1. The names of Newspaper subscriptions shall be asked from the departments depending on their requirements and students recommendation.
2. The Newspapers of English, Hindi and Business Employment shall be preferred.

3. The Newspaper vendor supplying paper shall be selected in the vicinity of the university to ensure the timely and regular supply of the Newspapers.

## Circulation Policy

Books will be issued on presentation of the library card/ID card. Students are instructed to check the books while borrowing and they will be responsible for any type of damage or mutilation noticed at the time of return.

Borrower type	No. of Books	Loan Period in Days
Teaching Staff	5	For a Semester
Non- Teaching Staff	3	30
Students-Book Bank- Text Book-	As per Subject 3	For a semester /a year 7
Ph.D Scholars-Book Bank- Text Book-	5 3	For a semester /a year 7

## Overdue Charges:

Materials borrowed should be returned on or before the due date. If returned, a late overdue fine will be charged for the delayed period.

## Book Lost:

If the books are lost, then the borrower should replace the books of the same edition or latest edition or pay the cost of the updated edition after getting permission from the librarian.

## Renewals:

For renewal of issued books, a borrower has to physically bring the books to the library. If a borrowed book is not on demand, then a borrower may renew the book for one more time.

## Fine Policy:

- 1) A late fee of Rs. 5/- per day per book would be charged from all the borrowers who retain book(s) beyond the due date.
- 2) A fine of not more than Rs-1000/- will be imposed on a library book.



- 3) If the fine for a book is more than the value of the book, then the student shall pay the price of the book.
- 4) If the book has been lost, in such cases, the value of the book will be deposited by the borrower.
- 5) If a borrower has lost any book he/she shall pay the cost of the latest edition of the book or submit the same edition or the latest edition available.

## Library working hours:

- Monday to Saturday: 9.00 am To 7.00 pm
- During Examination: 9.00 am to 9.00 pm

## General Instructions:

- 1) The library functions from Monday to Saturday on all working days of the college. In addition, during the annual exams, it works on Sundays and holidays also as per orders of the competent authority.
- 2) Students are not allowed to take books from the library counter without prior permission.
- 3) Students are not allowed to write anything on the reading table with a pen or pencil or damage any property belonging to the library.
- 4) Students are not allowed to read newspapers in the library during lectures or practical time.
- 5) Students are not allowed to disturb the seating arrangement in the library. Students are not allowed to write in the book or damage the book in any manner.
- 6) If the property or book is damaged or broken, the cost determined by the authorities would be charged to compensate for it.

## IMPACT OF THE LIBRARY POLICY ON THE USERS

The libraries provide services based on learners' requirements. These services and facilities of the library have a significant impact on the learners' satisfaction. The libraries' services and resources also have a great impact on the users' learning and



their in-depth knowledge in the subject as well as on their personality traits. Nowadays, we are extremely dependent on the internet for information in our daily lives. However, the information does not always bring us the right answers since the search engines such as Google tend to provide us with information depending on our formulated questions or keywords and therefore the data we get is not always relevant. On the other hand, libraries provide authentic and trustworthy data.

Libraries thus play a fundamental role in learning, where librarians and other resources and services help students to access information that they need. As gateways to knowledge and culture, libraries play a fundamental role in any institution. The resources and services they offer create opportunities for learning, support literacy and education, and help shape the new ideas and perspectives that are central to a creative and innovative society.

## **WEEDING OUT POLICY**

*(GFR 2005 Rule 194 ii)*

Weeding-out outdated collection is very necessary to keep library up-to-date, for space saving and to create space for the latest collection in the library. IIMT Meerut library will follow following guidelines to weed-out/ write-off the surplus/damaged/unwanted documents. Weeding-out collection under this policy is different from writing off the books with due permission by the Vice-Chancellor due to theft/stealing in the library.

1. Vice-Chancellor of the university will form a committee consists of a faculty member from each specialization area, members of the library committee and the librarian.
2. Library staff will assist the committee and the librarian in preparing the list of outdated books no more in circulation or the books having two editions that are more recent already in the library.
3. For core textbooks/book bank books, whenever any new edition is procured for all students or if a course is discontinued then after two years gestation period, all such books will be included in the weed-out list by the library staff.
4. For subjects where new policies or rules changes every year e.g. taxation, old editions for more than two years will also be included in the list.
5. Books, which were torn off, whose pages were teared off, or which were mutilated, all such books will also be included in the weed-out list by the library staff.

6. For areas like Computers/Information Technology all books related to obsolete technologies/software/hardware will also be included in the weed-out list after a gap of three years.
7. A compiled list by the library staff with details of the books, cost, copies available in the library, year of purchase, accession number and reasons for inclusion in the weed-out list will be put before the Weed-out committee members.
8. Weed-out committee will deliberate upon the list and check if there are chances of such books use again in future or if any of these books may be used in other program of the university if any. Committee will also look into the aspect that no book termed as classic or needed for research purpose for posterity is included in the list.
9. Committee will also verify physical availability of such books to avoid inclusion of books stolen from the library in this list. Faculty Member of each specialization area deputed in the committee will endorse weeding-out books related to their area of specialization.
10. Once committee is satisfied, committee members will recommend weeding-out of the collection from the library to the Vice-Chancellor. Vice-Chancellor has full discretion to accept/reject fully or partially committee recommendations keeping the university's interest in mind. Once the Vice-Chancellor approves the committee recommendations in writing, library will initiate process of weeding-out that collection from the library and update entries in the Accession Register and in library automation software mentioning reasons and date of weeding-out of any book.
11. Printed magazines/journals, which serve only immediate requirements, may also be included for weeding-out to create space for future issues in the periodicals shelves. Library need to maintain all magazines/journal issues for a minimum period of one year before including any magazine/journal for weeding-out consideration.
12. The weeded-out collection may either be donated to some other needy library or may be disposed as per the standard policy of the university.

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