

INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

Library policy

IIMR Library aims at providing the best library services to Students, Faculty, and Staff. To ensure the same, this Library Policy document envisages the rules and guidelines that the IIMR library Users must follow to enhance their library experience. These rules are designed to ensure that all users can benefit from Library facilities.

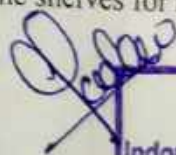
- IIMR Library is under CCTV surveillance.
- The Students, Faculty, and Staff of the IIMR Indore are automatically eligible to avail of the facility of the library.
- All users should exercise self-discipline, respect, and consideration for others when using the library.

By using any facility of the Library a user agrees to abide by following rules.

- A. General rules
- B. Lending/ Borrowing rules
- C. Conventions for Lending/Borrowing
- D. Renewal rules
- E. Reservation facility
- F. Late returns
- G. Loss and damage of library resources
- H. Photocopying facility
- I. Computers and Internet access
- J. Library Updates

A. General Rules:-

1. The library is to be used for the purpose of academic study and other related material. Everyone in the library shall respect the rights of other users.
2. Only registered members are permitted to enter the Library, after scanning the ID card on the barcode reader.
3. Users will not be allowed to bring the issued book(s) inside the library. However, they will be permitted if they wish to Re-Issue/Return the book(s) during Issue/Return Timings. Notebooks, writing materials, laptops, etc. may be carried inside.
4. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use.



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5. Readers are requested to handle Library property carefully to avoid any damage: -
 - a. No users may misfile, misuse, disarrange, damage, or attempt to damage any library resources
 - b. Users must not bring their personal belongings like personal books, briefcases, umbrellas, boxes, bags, etc. into the library. The same may be left in the dedicated space provided at the entrance of the library. Users are advised not to keep their valuables in these property counters. The library is not responsible for the loss or damage of any such article.
 - c. Users should not mark, underline, write, or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library and shall be required to replace such library resources property damaged or to pay the value thereof.
6. Silence must be strictly observed both by the users and the library staff. Engaging in loud Conversation discussions or group study inside the reading halls is strictly prohibited.
7. Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.
8. Use of eatables, drinking, smoking, and sleeping in the Library is strictly prohibited.
9. Notices, broadsheets, handbills, newspapers, or other materials will be displayed in the Library only after prior approval of the Library authority.
10. Improper use of library facilities by the user(s) will lead to the suspension/termination of his/ her membership or may lead to suspension of library privilege.
11. Users should inform the library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.
12. Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the library staff on Duty at that time.
 - a. In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for the rest of the day.
 - b. Library Users causing destruction/misconduct on repeated visits will be warned by the Librarian that they will not be allowed to enter the Library if the behavior continues.
 - c. Library Users who engage in destructive behaviors that interfere with others' use of the Library, and who engage in behaviors that violate Library rules may be banned permanently from the Library premises and disciplinary action may be taken with due approval of the competent authority.
13. The library rules and regulations may be modified from time to time and shall be binding on all concerned.




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B. Lending/ Borrowing Rules:-

1. Library timings are 09:15 AM to 04.30 PM on all working days.
2. Timings for borrowing and returning books: 9:20 AM to 4:00 PM on all working days.
3. It is essential to show IIMR ID Cards during check-in and checkout transactions of library items.
4. Membership IDENTITY CARD is Non-Transferable. A borrower should not borrow documents in any other person's name. Borrowers are responsible for books issued against their names.
5. The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Circulation Counter, who will put necessary remarks on the document before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of the return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.
6. Any document issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
7. The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents, theses, items of special value or rarity, and loose issues of periodicals, maps/atlasses, special collections, CDs, data documents and damaged documents, etc.
8. If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
9. During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resume.
 - a. In case of the due date of library items submission, and the library has internet downtime, the user may return the material on the very next day without any late charges.
 - b. In case any user already crossed the due submission date and submit the library material and the library has internet downtime, the user will be charged for late submission for that day also.
10. Identity card is to be preserved safely. If misplaced/ damaged, a duplicate ID card will be issued by the student section, after depositing a charge of Rs 100/.

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C. Conventions for Lending/Borrowing:-

1. The Number of the book(s) that user(s) can borrow is as follows:

- a. Students*: UG Students: 8 Books for 20 days
PG Students: 8 Books for 20 days
- b. Faculty*: 10 Books for 180 days
- c. Staff*: 8 Books for 180 days

#If books are not returned by the student by the due date, a fine will be charged to them. A reminder mail will be sent to them periodically. However, No-Dues certificate will not be issued until the library dues are cleared.

**If books are not returned by Faculty/Staff by the due date, the fine is not charged to them. A reminder mail will be sent to them periodically. However, No-Dues Certificate will not be issued until the library dues are cleared.*

2. Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester. These are kept in the Reference Section. Reference books are not issued.
3. Major Research Project Reports, Theses, dissertations, and CDs, are not lent out of the Library.
4. Issued books must be returned on or before the last date stamped on the due-date slip of each book. Sending reminders to defaulters is not obligatory on the part of the library.
5. Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.
6. Loan periods may be adapted to take account of vacation/examination requirements. In exceptional circumstances, extended loan periods may be negotiated.
7. Pre-Approval of the competent authority will be required for any exceptional cases.

D. Renewal Rules:-

1. Book(s) may be renewed if the same are not in demand or not reserved by the other users.
2. Borrowers can get the book(s) reissued on or before the due date by personal visit to the library.
3. Already overdue items will not be renewed.
4. Already reserved items cannot be renewed.
5. Borrowed Book(s) cannot be renewed more than once. After that, the borrower must return the book(s).
6. The borrower has to bring the material physically to the library for renewal


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E. Reservation facility:-

1. Users may reserve the book(s) to issue at the Circulation Counter in case they are already issued.
2. A user cannot reserve more than one book.
3. If the reserved library book is not taken within one day, it will be issued to another user in the queue or it will be put back on its shelf.

F. Late Returns:-

1. If the book(s) are not deposited by them on the date last stamped on Due Date Slip, Rs. 5 per day per book will be charged.
2. Defaulter List of students will be sent to the concerned department at the end of each semester for recovery purposes. These students will be restricted from registration for the next semester unless dues are cleared
3. If the book's due date falls on a holiday of the library, the next working day will be taken as the due date.
4. Absence from the Institute will not be allowed as an excuse for delay in the return of book(s).
5. Borrowers are advised to return the books while proceeding on long leave, semester break, or winter/summer break.
6. If a book is not returned within the loan period, the issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
7. Faculty and Staff members are advised to deposit the books on time and reminders will be sent 15 days after the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
8. Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

G. Loss and Damage of Library Resources:-

1. The borrower will be responsible for the loss of any book(s) and other resource(s) issued against his/her ID card.
2. If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.
3. Replacement Process: -
 - a. The borrower may replace a lost library document with the same edition of the document or by the latest edition.
 - b. The cost of an out-of-print document will be:


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- i. 2 times the cost of the lost document at the current exchange rate in case of a foreign document,
 - ii. 2 times the cost of the lost document on the date of purchase of books INR in case of Indian book.
 - c. The replacement cost of a CD/DVD or other electronic library resources will be based on the replacement cost of the same.
 - d. If a book/lose journal of a set is damaged/lost or misused, the entire set has to be replaced and a processing fee should be paid.
 - e. If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
4. If the item's original price is in foreign currency, compensation will be calculated based on the present exchange rate.
 5. If the lost item does not show any price, is without any price, users will be charged the requisite replacement cost.

H. Photocopying Facility:-

The photocopying service is provided in the library to cater to the requirements of the library users. This service is limited to library material, and documents including copying research papers published in journals, and conference proceedings for academic and research work without violating the Copyright Act.

- **Charges:**

- Copies (1 to 10 Number pages)Rs. 1.00 (One Rupee) per page for A-4 size paper
- Copies (11 to 30 Number pages) Rs 0.75 Rupee Per page for A-4 size Paper
- Copies (31 to the maximum number of pages) Rs 0.50 Rupee Per page for A-4 size Paper
A-3 size Paper Rs 2.00 (two Rupees) Per Page.

Payment Mode: Cash only

Timings: 10 AM to 1 PM and 2 PM to 4 PM on all working days only.

Note: Photocopy service is not available on Saturdays, Sundays and Institute declared holidays.

- **Rules for Photocopying:-**

1. Library staff will review and evaluate all material before photocopying.
2. Request for photocopies from bound items and special collections will be evaluated, based on criteria, such as the tightness of the binding, the fragility of the paper(s) and the size of the



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piece, tipped in maps, illustrations, and charts are all unacceptable photocopy requests since the handling cannot be done without risk of tearing.

3. Only standard paper size (A4, A3 size) will be used.
4. No refunds will be given for any reason other than a mechanical malfunction, e.g. unintentional multiple copies, etc.
5. Users may be requested to limit the number of copies when others are waiting for the service.
6. Photocopying will be done subject to the availability of staff and time.
7. Photocopy services may be delayed if any machinery or power default occurs.

• **Copyright: -**

1. Users should be aware of Copyright rules and regulations. Please remember that photocopying a complete document is a violation of copyright rules.
2. Users are solely responsible for upholding copyright laws and the library is not responsible for any Copyright infringement by users.

I. Computers/ Laptop and Internet Access:-

- Computers are placed in the e-library in the Library for access of resources for academic and research work.
- These should be used exclusively to access OPAC (Online Public Access Catalogue) of IIMR Library, subscribed/purchased e-resources. Because these computers are shared resources, users may be asked to limit the time spent on these computers.
- Users should not use the Library Computers facility in a manner, which will bring disrepute to the name of the Institute. Disciplinary action will be taken against those breaking the rules.
- One computer is placed at the main Gate for OPAC (Online Public Access Catalog) search. Users need to turn off the computers they are using.




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Please note that the following are not allowed:

1. Accessing of undesirable Internet sites and downloading, printing, and circulating of undesirable materials.
2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly Confidential.
3. Installing and running computer software(s), which is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmer. This infringes copyright regulations and offenders will be liable for legal action
6. Chatting and game-playing on the Internet
7. Creation, display, importation, circulation, or storage of offensive material
8. Online chatting, audio /video streaming, and browsing of social networking sites is strictly prohibited, and strict disciplinary action will be taken against the defaulters.
9. Playing games on computers or laptops is strictly prohibited in the entire Library premises.
10. Readers are not allowed to share their Internet access ID and Password with other students.
11. Use of laptops in the cubical systems where computers are already installed is not permitted.
12. Changing the setting and display of the computer kept in the library is not permitted.
13. Readers should not remove /unplug computer cables /connections, network cables and other peripherals /accessories in the library.
14. Personal keyboard, mouse, etc. are not allowed inside the library.
15. Downloading, accessing /opening of pornographic sites, or storage of offensive material are not allowed inside the library.
16. Illegal /Unlawful activities such as (but not limited to) hacking, deleting of files, and changing / tweaking of system configurations/passwords resulting to damage of systems and networks are prohibited.
17. User may not temper any equipment inside the facility, especially the computer unit. In case of hardware /software problems, ask for assistance from the staff on duty.
18. Library will not be responsible for any kind of missing items of students' (Pen drives. Laptop, CD/DVD ROMS, earphones, eye bird etc).



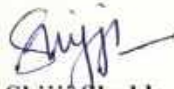
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J. General Library Updates:-

1. All general notices about Library Resources will be displayed on the Library Notice Board and other Notice Boards.
2. Electronic mail is the default means of communication between the library and users. Users are requested to check their email regularly.
3. Library is fully Wi-Fi enabled. Reading hall facility with Wi-Fi connectivity, Keeping open before and after Institute timing,
4. Library timing/ hours can be extended during examination.
5. There is provision of additional switches for connecting, PCS / Laptop in the library.
6. Non- registered members can use/ access the library material only with the permission of the Librarian.
7. Taking News papers out of library or any other area is not allowed. It must read only in the library.
8. Readers / users suggestions are always welcomed.
9. Readers should not mark, underline, dog -ear, write, tear pages or other damage the library documents.



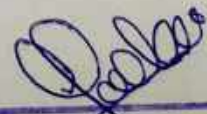
Dr. Rishi Dubey
Principal



Dr. Shijji Shukla
Library Committee (Member)



Mr. Chandrapal Yadav
Librarian



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