

## Library Resource Centre (LRC) Manual

### Introduction:

The **Library Resource Centre (LRC)** at Jaipuria Institute of Management, Jaipur was established on 28<sup>th</sup> August 2006. It is the central hub of learning, teaching, and research activities geared towards management education. The library caters primarily to the information needs of students, research scholars, regular faculty members, visiting faculty members, administrative staff, and guests of the institute. The library is growing rapidly with an exponential increase in the number, type of collection of resources, and services to all its stakeholders.

### Vision

To be established and recognized a center of excellence in library and information services, world-class knowledge hub supporting healthy learning and research environments for Jaipuria academic community.

### Mission

The mission of the Library is to promote an inclusive environment of creative, critical inquiry, and scholarly communication by providing excellent user-focused services, reliable and accessible information resources, comfortable and collaborative learning and research space, and outstanding professional expertise.

### Values

- Professional Competency and Ethics
- User focused resources and services
- Commitment to Excellence and Sustainability
- Collaboration and Innovation
- Diversity and Inclusiveness
- Academic Integrity and Lifelong learning
- User Satisfaction

### Library Timings

**Monday – Saturday:** 8:30 am – 6:00 pm

**Second Saturday, Sunday, & Public Holidays:** Closed

**Examination Period:** The library remains open from 8:30 am – 8:30 pm two weeks before the midterm and end-term examinations.

### Library at a Glance

The Jaipuria, Jaipur Library Resource Centre is well equipped with a large number of textbooks, reference books, magazines, journals (both print and online), e-resources (audiobooks, e-books, and videos), and research databases. The current library management software is Koha which supports all the in-house activities of a fully featured, scalable library management system. The library is fully air-conditioned and is spread across 590 square meters' area further divided into two floors. As of August 2021, the latest collection is as follows:

**Books:** Titles = 8721 Volumes = 12656 (Approx)  
**Course Related Textbooks Recommended by Faculty Members = 11120**  
**Journals:** International =32 , National = 29  
**Magazines = 28**  
**Databases = 5** (Scopus, Proquest, Capital Line, World eLibrary, )  
**Kindle E-readers = 8**  
**Multimedia PCs = 10**  
**E-books = 37,21,814** (Subject to change as per institutional policies each year) \*  
**Scientific Calculators = 10**  
**Bluetooth Headphones = 3**  
**Total Number of Newspapers = 9**

### Library Membership

Library Membership is open for all the student, faculty, and staff who joins the Jaipuria Institute of Management to become members of the library.

Members must carry his/her Institute ID card which is integrated with library membership on every visit to the Library, and produce it whenever demanded by the library staff. Library members are liable for any use/misuse of his/her card by others. Unauthorized use of another member's Membership card for using the library services is illegal.

The external academic community can visit and use the library resources and services only on library premises with the special permission of the Librarian. A recommendation from a Director or Head of the Administration may be required for obtaining such permission.

### Library Services:

**Circulation:** Only registered members are eligible to borrow books from the library. The following table provides borrowing privileges for various categories of members and various types of collections.

Resource Collection	General Books		Book Bank		Spirituality Collection	
	Entitlement	Duration	Entitlement	Duration	Entitlement	Duration
Students	3	14 Days	As per academic needs	Current Trimester	3	14 Days
Research Scholar	3	14 Days	--	--	3	14 Days
Faculty Members	10	90 Days	As per academic needs	90 Days	10	90 Days
Staff	5	30 Days	--	--	5	30 Days

**Reference:** The Reference Desk is located inside the entrance gate of the Library. Queries related to the availability of books, e-resources, and services, Fine collection & Bar-coded Library membership are handled by the dedicated library staff.

**Reprographic Services:** Two photocopying machines were outsourced and located beside the library to cater to the photocopying needs of the Institute as well as academic fair use purpose.

**Interlibrary Loan:** Books and research articles that are not available in the Library can be procured on Loan from other Jaipuria campus Libraries. Faculty, staff, and students can request articles and book chapters for their academic use purpose. It is the responsibility of the users to observe diligently the copyright rules on materials obtained from other libraries.

**Document Delivery service:**

Document Delivery Service is one of the services provided by the library to obtain resources that are not owned by Jaipuria libraries. Jaipuria Jaipur has a partnership agreement for resource sharing collaboration with Developing Library Network (DELNET), New Delhi. More than 6000 libraries are members of the DELNET shares resources among member libraries including IITs, IIMs, NITs, Central Universities and, institute of national repute.

**Research Support Service:**

Research support service has become one of the significant services of Jaipuria library in the context of e-research, information literacy for students and staff to enhance their research skills. Library provides user awareness for referencing, citation, academic ethics and, plagiarism through research training and providing credible sources of information to its users for research and academia.

**CAS/SDI Services:**

Library provides this service to keep the users updated on current awareness, news alerts, and the latest acquisition added in the library collection. Library prepares daily and monthly basis news and conference alerts and circulates different newsletters under SDI service.

**Collection Development**

Any member of the library can recommend the purchase of a desired or relevant book to the librarian. Books are ordered and procured through a variety of measures such as book fairs, catalogues from vendors/publishers, faculty and student recommendations, or online via Amazon and other academic websites. Faculty and students can also purchase a book from airport or railway station bookshops and donate it to the library for which they are reimbursed.

Currently we have 8721 titles and 12,656 volumes. We intend to increase our collection to 13000 volumes by the end of year 2021. We also intend to increase the subscription to online journals and resources in the next 2-3 years to fulfill the information requirements of our stakeholders.

Our magazines are divided into 3 main categories: Academic, Competitive Exams Oriented, and General. In terms of E-learning and e-resources, we offer the access to kindle e-readers, digital books, free e-books, audio books and videos from a variety of sources.

We also conduct a **knowledge series** session in which top 10 books from various fields of management studies are promoted in the library for students to read. We also have a Sadbhav Centre as a crucial part of the library which conducts talks and discussions on spirituality.

### **Floor Guide:**

Organization of resources and physical collection plays a very important role in ensuring the optimum use of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

**First floor:** The reading room is spread all over the library but the first floor is staked and kept the majority of the collection and resources of the library. The seating arrangement is provided near the subject-wise shelves to facilitate ease of search and subsequent use of books. Besides the stacks, separate reading tables are available for reading the library.

- General Textbook Area (Spread across first floors for books/bound Volumes)
- Reference Book Collection (consisting of books in high demand, Encyclopedias, Dictionaries, Manuals, Thesis/Dissertations, Jaipuria SIP Project Reports)
- Newspaper/Magazine Display Area
- Periodical Display Racks
- E Book reading Corner
- New Arrivals Display Racks
- E Resources Access Terminals (The Library has subscribed to online database for journals and e-books which users can access these resources from dedicated terminals available in libraries). These resources are user based authentication accessed through externally.

**Second Floor:** Library houses a vast collection of Book Bank facilities for all the students for their academic needs. The collection ranges from subject-specific sources and course-related textbook-only issues for a trimester basis available on the second floor. The library has a dedicated section named “Sadbhav Centre” which houses religious, spiritual, and meditation-related books on the second floor of the library. Users can also contact staff on duty for any assistance for access and reading. There are also sitting arrangements and noise-free zone for reading and yoga.

### **Library Committee:**

The major function of the Library Advisory Committee is to support the smooth functioning of the library services and provide user-oriented facilitate, develop plans and policies by advocating the library development activities with the management. This acts as a channel of communication and dialogue between the Library System and its users. The main objective of the Committee is to bridge the gap between the Library and the academic fraternity and the institute management. The Library Advisory Committee is to be appointed by the Director of the Institution.

The Director will constitute the Library Advisory Committee. Institute has issued a notification about the constitution of Library Advisory Committee. The LC would meet at least once in every quarter to review the library affairs. The composition of committee members and their designations are as below.

- Dr. Akshay Mishra: Chairperson, Library Committee
- Dr. Priyanka Sinha: Deputy Librarian (Secretary)
- Md. Sohail: Assistant Librarian (Member)
- Rashi: Library Assistant (Member)

The committee shall be reconstituted once every two years. The Director of the institute can recommend a replacement for a member who withdraws from the LC. No member shall serve the

Committee for more than two consecutive terms. For the sake of continuation one-third of members from the previous committee need to continue.

Meeting minutes shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

### **General Rules and Regulations**

1. All the users (students, research scholars, faculty members) must sign-in to the attendance register while entering the library to mark their presence.
2. Students must be dressed in college uniforms or formal dress before entering the library.
3. The library comprises of a variety of seating arrangements such as couches, tables and chairs, and bean bags. Students are free to choose where they want to sit and read.
4. All the books and reading materials must be issued by the librarian before taking them outside the library.
5. General books are issued to the students for a 14-day period and to the faculty for a 3-month period. Books are to be re-issued on or before the due date. Delay in doing so will incur the late fee at the rate of Rs. 5 per day. Course related textbooks are issued for a three-month period to students. Students can check out 3 books at a time that are not related to their courses.
6. Shelving of the books: Students are not allowed to shelve the books back on the stacks. That is the responsibility of library staff.
7. Journals and magazines are to be read inside the library and are only issued for photocopying the articles for a limited period of time.
8. Photocopying and printing of document services are outsourced to a vendor in the institute for students.
9. Students graduating from the institute must get the signature of the library staff on no dues certificate before leaving the institute. Failure to do so will result in non-payment of caution deposit to the respective student(s).
10. Students are requested to keep their bags near the property counter of the library.
11. Smoking, food, drinks, and sleeping are not allowed in the library except drinking water.
12. Books in mutilated and damaged condition will not be accepted by the users.
13. Students are requested to maintain proper decorum in the library. Loud discussions and conversations that disturb others are not allowed in the library.
14. Cell phones have to be kept on vibration mode while inside the library.
15. The Library Committee reserves the right to introduce any change in the rules as they deem fit.
16. Loss or damage to the book shall be penalized. The user will have to pay the price of the book they have lost or damaged.
17. Violation of the library rules or misconduct with the library staff by any member would be viewed seriously and may lead to withdrawal of facility as decided by the management.

### **Weeding Out Policy**

Weeding is the process of withdrawing documents from the shelves for transferring them to storage or discarding them permanently. It is an important activity for the following reasons:

- To allow space for new materials
- To ensure easier access to collections

The Jaipuria, Jaipur Library follows the following criteria for weeding:

- Physical condition
- Duplication
- Older outdated editions
- Poor content
- Use Pattern
- Language
- Suitability of the subject

### **Relegation**

Using the above criteria for weeding, Library in Charge shall first identify and prepare a list of such titles every 6 months and put up the list before the Library Committee. The Library Committee then shall recommend any of the following:

- Titles/Items to be weeded out immediately and disposed off.
- Titles/Items on which opinions to be taken first from Area or Faculty members and then weeding them out based on recommendations.
- Leave a note inside on certain Titles and Items for users to react or else withdraw them from circulation and relegate them to secondary storage. Wait for a year, if there are no adverse reactions to dispose them off.

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