

INTRODUCTION

The LRC provides Open Access facility through which users could have easy access to books. The state-of-art digitized library is fully automated through Integrated Library Management System (LIBSYS). All books, non-book materials are bar-coded. .

The LRC has in-campus LAN facility; and internet connectivity with 2-8 Mb/s bandwidth. An updated web OPAC enables users to know the resources available in the LRC and search them through different access points. The annexed internet zone in the LRC has 46 computer terminals to enable students to search for the resources available, freely browse on the internet and prepare presentations.

LRC subscribes to various national and international e-journals. The LRC has a collection of over 17000 books, periodicals magazines and newspapers covering all parameters in the field of business, management, economics and commerce, and books of general interest.

The college also subscribes to various e-Resources like Ebscohost where users can access to more than 7000 journals and 3600 e-books, 6000 case studies, more than 19500 company profiles, etc. Besides, the LRC has also subscribed to CMIE database for macroeconomic data and Indiatat.com database for both macroeconomic and industry-specific data. The LRC has a good collection of audio-video resources too.

The LRC also has membership with the American Centre and the British Council

Well-trained and helpful library staff helps in efficient working of the LRC. Photocopying facility is available to students and staff at the library.

WORKING HOURS

Monday – Friday : 8:30 a.m. – 6:30 p.m.

Saturday : 8:30 a.m. – 3:00 p.m.

LEARNING RESOURCES

The LRC has a total collection of more than 17000 printed volumes including books, textbooks and dissertations. The collections of books is organized and arranged in open access shelves. The details of the collection are mentioned below:

Textbooks / General Collection: The largest collection in the LRC, this includes textbooks books in accordance with academic curricula and is suitable for professional reading and research.

Reference Materials: While most books are available for loaning, this section has borrowable conventional reference books, encyclopedias, dictionaries, thesaurus, handbooks, manuals, directories, yearbooks, etc. for ready reference and general information. Dissertations, periodicals and books on career development are also available. Subject to copyright regulations, the reference material can be photocopied.

Journals and Magazines: National and international research journals with academic and research orientation; magazines of subjective value and general interests are also subscribed by the LRC. Besides this, LRC subscribes to five English newspapers.

Syllabus & Question Papers: Syllabus of all courses offered at the institute and question papers of previous exams are also available for consultation.

Electronic Resources: LRC has established access to a large number of online electronic information resources, such as e-journals, e-books, abstract, interviews and bibliographic databases for research purpose.

Non-book Materials: DVDs and CDs on environmental issues, communication skills, business management and on general topics are available. They are issued to teaching staff only and can be shared with students during class hours.

Number of LRC Resources

- Books : More than 17081
- Magazines : 14
- Newspapers : 05
- CD/DVDs : 843
- Dissertations : More than 200
- E-Resources : 7000+ e-journals
3600+ e-books
6000+ case studies
19500+ Company Profiles
CMIE Database
Indiastat.com Database

LRC FACILITIES AND SERVICES

1. **Reference Services:** There are three main types of reference assistance; firstly, assistance or instruction in the use of the library, including location of materials, use of the OPAC, use of computers to access information, and the use of basic reference sources; secondly, assistance in identifying library materials needed to answer a question; finally, providing brief, factual answers to questions, such as addresses, statistics, phone numbers, etc. that can be quickly located.
2. **Open Access Facility:** Users could reach the book shelves and pick up required books.
3. **Online Public Access Catalogue (OPAC):** Web OPAC helps the users to know the resources available in the LRC with updated status of the resources. All books and non-book materials available at the LRC are visible with current status through OPAC.

4. **Search Services:** This enables a user to search a resource that has not been checked out nor is available on the shelves.
5. **Computer Search Services:** Online database searching and discovery service is available at the Internet Zone.
6. **Reading Room Facility:** LRC provides a congenial atmosphere for reading.
7. **Circulation Services:** Users can borrow their required book(s) and other LRC materials for home use.
8. **Subject Specialists / Bibliographers:** Subject specific reference services are provided in accordance with user demand.
9. **Purchase Requests:** Faculty members as well as students are encouraged to suggest new books for additions to the LRC. Books recommendation register is available with the Assistant Librarian and users can recommend an item to be purchased by the LRC.
10. **Current Awareness Service:** Notices, announcements and information on seminars, workshop, etc. are displayed at the notice board located outside the LRC.
11. **Reprographic Services:** Users can avail photocopy facility at the LRC.
12. **LRC Instruction:** Library professionals provide helpful assistance to know the LRC resources and services.
13. **CCTV Surveillance:** Closed-circuit television connection is installed to make the open access system more useful from security point of view.

BORROWING RIGHTS

All categories of members are entitled to borrow books from the LRC.

1. The Barcoded Unique Student ID card gives borrowing privileges at the LRC.

2. Reference books and materials are not available for checkout.
3. Books can be renewed for twenty one days; those on high demand may not be renewed.

BORROWING PRIVILEGE

1. Undergraduate students can issue a maximum of 6 books at a time for a period of 21 days; books can however be reissued for a maximum of additional 21 days only in case it is not reserved by any other user.
2. Postgraduate students can issue a maximum of 10 books at a time for a period of 21 days; books can however be reissued further for a maximum of 21 days only provided it is not reserved by any other user.
3. Faculty members can issue a maximum of 25 books for the whole semester.
4. Part-time / visiting faculty members are also allowed to issue books; they also enjoy the reading and/or photocopying facilities at the library.
5. Technical and administrative staff of the college can issue a maximum of two books for a period of 21 days; books can be re-issued for another 21 days only if not reserved by any other user.
6. Audio-visual aids will not be issued to students; students may however contact their respective teachers regarding the same.

HOW TO GET BOOKS IN THE LRC

1. Selection of Books
 - a) LRC has Open Access Facility. Users can reach the shelves and select required books.
 - b) Subject-wise arrangement of books. Within each collection, books are arranged by their Call Number using Dewey Decimal Classification (DDC) scheme.

- c) All the books may not be available on the shelf as many might have been borrowed by other members. To see a complete list with current status of books on a particular subject one should browse the OPAC. LRC catalogue can also be used for checking particular titles by author's name, key-word or title. OPAC can be accessible on the computers available at the Internet Zone.
 - d) Subject labels are assigned to respective shelves or sections for easy retrieval of books.
2. Users will then have to bring the selected books at the circulation counter; books will be issued only from the circulation counter
 3. Users will have to show their respective Unique ID Card.
 4. After verification and necessary documentation, books will be issued to the users and they are checked and verified at the exit at the time of leaving.

LRC RULES & REGULATIONS

General Library Rules

1. Students are required to adhere to strict discipline, failure to do so or adoption of unfair practices may lead to confiscation of their cards or monetary fine or both.
2. The Library is strictly a 'Silence & No Mobile Zone'.
3. No work except reading, preparing notes and accessing the subscribed databases will be allowed in the library.
4. Students will have to leave all books and reading material on the tables; they should on no account put them back on the library racks. The same shall be monitored through CCTV. However, the magazines should be kept back on the magazine rack.
5. Members will not be allowed to stay inside the library once books selected by them have been issued.

6. Dog-earning the pages of a book, marking, underlining or writing with ink / pencil / permanent marker, tearing or taking out pages or otherwise damaging would constitute injury to the book. Any such injury to book is a serious offence. In case of injury to the book, the borrower will have to either replace the book or pay the cost of the book.
7. Students are advised to check the books at the time of issuing. On return, if the book is found tampered with or damaged or mutilated, the onus would be on the student, who had issued it last.
8. In case of loss of a book by the borrower, he / she would have to replace the book with the same or latest edition.
9. Eatables are strictly prohibited inside the library, and violation of the same will entail in losing the right to use the library.
10. Students should put back the chairs in place when they finish their work in the library.
11. The LRC has Complaint & Suggestion Box. Library clearance is mandatory before clearing all dues from the accounts section.

Membership Rules

1. The following persons shall become members of the College Library by default
 - a) All faculty members of the college
 - b) All regular students of the college
 - c) All other regular employees (technical and administrative staff) of the college
2. The loss of library card should be reported immediately in writing to the Assistant Librarian.
3. Part-time / visiting faculty members would be allowed to issue books; they could avail of the reading / photocopying facilities in the library.

4. The college ID-card would serve the purpose of a 'Reading Card'. Students would not be allowed to enter the library without showing their Reading cards.
5. Library card is not transferable.
6. The Director reserves the right to suspend membership of any members found misbehaving or behaving in an indecent manner.

Entrance Rules

1. The student's unique Identity Card is a must while visiting and using the LRC.
2. Users are permitted to carry only their wallet / money purse / loose sheets of paper / a pencil / a pen. All other personal belongings including bags, files and / or personal / checked-out books have to be left at the deposition counter. Library authorities are not responsible for loss of personal belongings / cash of the users.
3. Users must carry their own pens to fill-in the register and other necessary work.
4. Food or drinks is not allowed in the LRC.
5. The user should maintain perfect order and silence in the LRC

Rules Regarding Lending of Books, Journal, Magazines & Audio Visual Aids

1. The borrowing of books from the library is restricted to registered members only.
2. Members must come personally with their ID cards at the circulation counter at the time of transaction
3. Reference books, student's dissertations, journals (including old issues) and rare books will not be issued to students.
4. Faculty members are expected not to issue reference books and give it to students

5. Newspapers / magazines cannot be taken outside the library.
6. The librarian may recall any book from any member at any time.
7. Books maybe reissued only when it is not reserved by any other user.
8. Books taken for reference work from the shelves need to be left on the table and should not be returned to the shelves.
9. Users should not write upon, damage, or make any mark upon any book, journal or magazine, or other material belonging to the LRC.
10. Any reader observing a defect, or damage to any book or manuscript shall point out the same to the LRC Staff immediately.
11. Borrowers must satisfy themselves about the physical condition of the book before borrowing. Otherwise they will be responsible for any damage at the time of returning.
12. No book shall be issued to loan, which librarian feels is not in a condition to be safely handled by the borrower.
13. The Assistant Librarian can recall any book from any member at any time.

Rule Pertaining to Internet Zone

1. Computers inside the Internet Zone are strictly meant for educational purposes. Use of any social network based websites or chatting is strictly forbidden inside the Internet Zone.
2. Users can use the computer in the internet zone for a maximum of one hour in case others are waiting in a queue to use the same.
3. Only one student would be allowed to use a machine at a time; group work would not be permitted in the Internet Zone.

CHARGES & FINES

1. Fine of Rs. 2/- per day per book after due date will be collected for overdue books.
2. In case of injury to the book, the borrower would be required to either replace the book or pay the cost of the book.
3. Books lost would have to be compensated by either replacing the book/s or paying the purchase value of the book.
4. LRC is strictly a 'No Mobile Zone'. If found, the cell phone will be confiscated.

BEST PRACTICES AT THE LRC

1. **LRC Committee:** A senior faculty member is usually appointed as the Library Coordinator, who oversees the library activities closely, and prepares a monthly report.
2. **LRC Budget:** The LRC receives fund from the college budget and the Director guides to use the fund judiciously.
3. **Stock Verification Policy:** Annual physical verification of books is done to sort out books that are damaged, outdated and need binding and/or repairing and books which are missing from the stack.
4. **Internet Zone:** Students can use the computers in the annexed Internet Zone for accessing internet & Web OPAC to locate the resources. The users are provided with enormous facilities to access Ebscohost, CMIE, Indiastat.com and other electronic resources.
5. **CCTV Surveillance:** Closed-circuit television connection is installed to make the open access system more useful from security point of view.
6. **User Feedback:** Grievance / suggestion box has been kept at the LRC and are timely addressed to receive grievance/ suggestion from the users.