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Position Responsible for Administering the Policy:

Librarian

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DISCLAIMER: If there is any discrepancy between the electronic copy of this policy and / or any other copy of this policy, the written copy held by the Policy owner at the IoBM Library will prevail.

1. MISSION

The IoBM Library is committed to support the Institution's mission to cultivate excellence in learning and teaching that encourages intellectual, personal, and social growth of students, faculty, staff and the community. In keeping with this mission, the Library provides convenient and effective access to quality library services, collections, and information in a variety of formats. The IoBM library aims to be an inspiring centre of education by supporting the Institution's academic and research activities.

2. INTRODUCTION

This document contains the policies that shall govern the operation and planning of the Institute of Business Management (IoBM) Library.

The purpose of the policies contained here under:

- To ensure the smooth and effective provision of services and access to resources for the various users of the IoBM Library.
- To ensure fair and equitable sharing of the Library's limited resources among its members.
- To minimize resource duplication and wastage through improved tracking and regulating mechanism.

3. MEMBERSHIP

The IoBM Library will have the following categories of members:

- a. Full time faculty
- b. Visiting faculty
- c. Students
- d. Staff

4. PRIVILEGES OF MEMBER

Members are allowed to use the Library computers for research and academic purpose.

In addition, members may borrow books and other resources for their own use as per the Book Issuance Policy as under:

Category	No. of books	Issuance period
Full Time Faculty	12	6 Weeks
Visiting Faculty	4	4 Weeks
Students	2	1 Week
Staff	4	4 Weeks

Members are also allowed to use the internet terminals installed in the Library up to one hour per day subject to prior permission as per the Library Regulations.

5. USE OF FACILITIES AND PREMISES

Library facilities and premises are available for use by members only. Non-members are not allowed the use of the Library premises except at the discretion of the management. The Library staff retains the right to ask unauthorized users to leave the Library premises.

6. BOOK ISSUANCE POLICY

The IoBM Library will issue its resources to members of good standing based on the Book Issuance Schedule. In addition, the following conditions and clauses will apply to the issuance of the Library resources:

➤ Long-Term Loans

IoBM Faculty who are doing their PhD. from IoBM may borrow resources on a long-term basis by special arrangement and giving advance intimation to the Librarian.

➤ Re-issue

Resources borrowed may be re-issued to the members who originally borrowed the resources for the same period. Reference books and **Reserved Items** will not be issued under this condition.

➤ **Reserved Items**

Faculty wishing to place on reserve for their courses or for use by participants of their courses may make such arrangements with the Librarian. These items will not be issued to other members.

➤ **Recalls**

The Librarian may, at his or her discretion, recall any Library resource that has been issued to a member by giving at least three working days notice to the borrower. The Library will keep such recalled resources on hold for maximum of two working days—if by the end of this holding period, the resource is still available, it will be given back to the original borrower for the remaining duration of the loan.

➤ **Fine**

In order to encourage, fair and efficient use of the library resources, fine will be charged for overdue materials, lost and damaged materials from all members as under.

In case of a lost membership card a new card may be issued for a fee of **Rs.100/-**

After ten days of the end of semester the **regular and visiting faculty** will be required to return all the borrowed material to the library.

In case of default, a fine of **Rs. 50/- per day** will be charged subject to maximum of 30 days. Thereafter, full cost of the book shall be charged.

In case of students, if they fail to return the borrowed material by the due date, a fine of **Rs. 25/- per day** will be charged. Thereafter, full cost of the book shall be charged.

7. TERMINATION OF MEMBERSHIP

An individual's membership to the Library will automatically cease to exist in either of the following cases:

- Conclusion or expiration of work contract in the case of faculty and staff
- Conclusion of the academic program for students

In such cases, members must return all resources and surrender their **Library Card** before issuance of clearance certificate by the Librarian.

8. ACQUISITION OF RESOURCES

The Librarian is directly responsible for ensuring efficient, equitable, and cost-effective growth of Library Resources. The acquisition of resources will be made as per Library Budget provision. Faculty Members wishing to recommend a resource for the library collection on the prescribed "**Recommendation Form**" provided by the Library and duly approved by the **Rector** through concerned Deans.

9. POLICY AMENDMENTS

This Manual is subject to additions and alterations from time to time as deemed necessary.