



ASIAN BUSINESS SCHOOL, NOIDA

**LIBRARY MANUAL & POLICY
YEAR 2024-25**

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ASIAN BUSINESS SCHOOL, NOIDA

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1. INTRODUCTION

Dr. Sarvpalli Radhakrishnan, 2nd president of India has said, "Library is the heart of an institution". The presence of a library is inevitable in all the institutions and when it comes to an academic institution, it plays a vital role as an indispensable tool of the learning process; starting from the toddler-school life to higher education. The library helps students as well as teachers to gather more knowledge about any particular subject. Spending time in a library is the best thing one can do to increase his or her knowledge.

Asian Business School Boasts a rich library with currently 1565 titles and 7236 books and 2599 e-books that makes more than 10,000 resources in the library. The Institute has subscriptions of 26 Print Journals (National and International), 7 Magazines and 7 Newspapers. We have subscribed to the Online Resources J-gate, DELNET that has a rich collection of National and International e-journal, e-books, e-Papers, CD-ROM Database, Database of Theses and Dissertations etc. Library is also a Member of the National Digital Library Club where we use to organize time-to-time events for users.

Library of ABS is automated through ERP based software and is well stocked with National and International books and journals covering all areas of management, commerce etc. to meet the needs of students, faculty and research scholars from various areas. The library is continuously augmented with the latest books and journals to help the students keep abreast of current and contemporary issues. Therefore, the Library manages knowledge both in print and digital formats, ensures seamless discovery and access to these scholarly resources, and provides faculty, students, and staff with professional support to find, evaluate, manage, and use such resources.

The primary objective of a library, irrespective of type or size, is to promote the use of its resources. Library services bring together the document or information sources and their users by personal efforts of the library staff. User's information requirement depends upon the purpose for which he/she is seeking information. Library services satisfy information needs of users through dissemination of information resources. We offer the Circulation, Reference, Digital Library services, Web OPAC, Plagiarism Check, Reprographic Services etc. to our users.

2. ROLE OF LIBRARY

Library as a social institution is a reflection of an urge inherent in human beings to record and preserve for wider dissemination of new knowledge acquired through observation, discussion, experimentation and deep thinking. ABS Library plays a multifaceted and vital role in communities and institutions, serving as repositories of knowledge, centers for learning, and hubs for community engagement.

3. VISION

It is the vision of the Library to support its readers by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curricular, informational and innovative research needs of the academic

community', means to provide Right Information to the Right Users at the Right Time and in the Right Format.

4. MISSION

The mission is to provide college students and teachers with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning. To support teaching faculty & administrative staff and to participate in interactive information to exchange within the wider library / educational community.

5. OBJECTIVES

To develop the collection of the library by acquiring books and Periodicals in print as well as in digital format. To serve the clientele irrespective of caste and class. To develop the habit of self-learning and lifelong learning.

6. POLICY

6.1. SCOPE OF THE COLLECTION

The Library collection holds resources designed to support the learning, teaching and Research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)

This policy sets out the principles, which guide the development of a quality Library Collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and dereliction processes and a process of continuous evaluation.

6.2 MEMBERSHIP-

The Library provides collection access to the following client groups:

- Students
- Faculty and staff Members

6.3 LIBRARY COLLECTION DEVELOPMENT-

1. **Books Acquisition-** The library buys books and other learning materials, which are related to syllabi. Library also acquires reading materials, which are useful for competitive examinations. Inspirational books and fiction books are also procured. Library will buy textbooks, reference books and handbooks on relevant subjects. Library will also buy printed periodicals and an online database for accessing scholarly content. Students can recommend books to concerned Faculty members for purchasing. Faculty members can directly recommend the books, which have to be approved by the Heads of the Department. This will further be approved by the Director for acquisition.

- 2. Journals/ e-Resource and other Resources Renewal/ Subscription-** The Library in charge used to discuss renewal as well as subscription of new recommendations of national and international print journals with Academic Head and process for its procurement as per approval of Respected Director.

6.4 LIBRARY USAGE POLICY

1. The library shall remain open on all working days (Monday to Saturday) from 8:30 A.M to 6:00 P.M. Issue / return time of books and reading materials is 9:00 A.M. to 5:00P.M.
2. Library membership is open to all students and staff members; however, they need to apply for the membership on prescribed application form.
3. Students are eligible to get three textbooks issued through barcode/ chip on their Institute ID Card. Till the time a student is not issued the permanent ID card, a temporary ID card in the prescribed format can be requested from the concerned Dean/HOD for getting the books issued. This temporary card has to be submitted back on the issuance of the permanent ID card with barcode.
4. Library Membership is non-transferable. The student himself /herself shall be responsible for any misuse of his / her ID card. Exchanging ID cards among students is strictly prohibited.
5. The Institute ID Card should be preserved carefully as it is essential for establishing library membership. Loss of the Card should be reported immediately in writing to the respective Dean/HOD. Issue of a duplicate card may be considered in case of loss on a payment of Rs. 200/-.
6. Books from the Circulation section shall be issued for a maximum 10 days at a time.
7. Books once issued will not be returned on the same day.
8. Requests for reissuing the book will not be entertained if the book request is pending from other students.
9. Sub-lending of books is strictly forbidden.
10. Borrowers shall return the book on or before the due date, failing which an overdue fine ofRs.10/- per day per book will be levied. Producing "Medical Certificate" will not entitle a student exemption from the fine. No book will be issued to the student unless he/she returns the overdue books.
11. No student will be entitled to keep the book overdue on the pretext that he/she has placement/job interview and he/she is not able to attend the college. The borrowed book shall be returned on time to the library failing which the usual fine will be levied on the student.
12. Books marked "NOT TO BE ISSUED"/"REFERENCE ONLY", journals, magazines, newspapers, shall not be issued to students.
13. The Library In-Charge reserves the right to recall any book issued even prior to the due date, if necessary.
14. Students are required to obtain a "No Dues Certificate" at the end of each semester. Defaulters will not be allowed to appear in the examination.
15. Borrowers shall be responsible for safe return of the books to the library. While borrowing a book, students must ensure that the book is in good condition. Any damage must be brought to the notice of library staff. Either the student will have to replace the

book or will pay double the price of the book, if any damage or disfigurement of the book is noticed at the time of returning the book in the library. If any book is damaged or lost, the borrower shall have to replace the whole set or pay double the price of the set with a fine amount.

16. Library is a place for making the best use of resources. Complete silence shall be maintained in the library. Members are, therefore, advised not to indulge in conversation, consultation, discussion or demonstrative greetings of friends. Any defaulter may be suspended from the library for a period up to 15 days decided by the Director based on the recommendation of the Library In-charge.
17. "Mobile phone" shall be kept switched off or on silent mode before entering the library.
18. Bags, folders, personal books, magazines, women purse etc. are not allowed to be brought inside the library. Students, in their interest, are advised not to leave money in their bags, purses etc.
19. Visitors are not entertained inside the library without prior permission of the Library In- Charge.
20. Stealing or damaging books/magazines/journals, etc. from the library or misbehavior with library staff shall be considered as an offense for which strict disciplinary action will be taken against the students concerned to the extent of expulsion from the institute.
21. Photocopying service is available for all students at nominal charges. Photocopying of library books & Journals may only be carried out within the copyright regulations. Before taking any book/journal for photocopying, permission must be obtained from the librarian or library staff on duty.
22. Director/Library In-Charge has the right to add, delete or amend any or all the above rules from time to time depending on the circumstances.

6.5 Weeding Rule- Library Weeding (or the deselection of material) is an important part of the collection maintenance process. Library in charge can weed out outdated Library resources as per discussion with Academic Heads and approval of Respected Director.

7. Library Services and Activities

1. **Library Timings-** The Library access time is from 9.00 a.m. to 05:30 p.m. It is operational from Monday- Saturday except public holidays. Issue / return time of books and reading materials is 9:00 A.M. to 5:00P.M.
2. **Circulation Services-** Library offers circulation services to all the members of the library. Sufficient collection of Syllabus and other fiction/ non- fiction books are available for circulation. Details of total number of Books and issuable are as follows. Students can reissue the same books another two times as per their need.

SR. NO.	MEMBER TYPE	TOTAL QTY. OF BOOKS	TOTAL NUMBER OF DAYS
1	Faculty Members	10 Books	20 Days
2	Students	3 Books	10 Days

3. **Reference Services-** It is an essential component of library operations, providing personalized assistance to patrons in finding and using information resources. Reference books are not allowed to be issued. The Library has a collection of more than 1000 reference books including current awareness resources like Newspaper, Magazines, Journals etc.
4. **Digital Library-** Library has availed total 10 computer systems for students in digital library. All the systems have internet connectivity; Students can use these resources as per their need. DELNET, JGate is also accessible through these computer systems. Playing games, chatting, downloading any pictures/ songs, videos & misuse of the internet is not allowed. Students are also suggested to not save any material on the PC. Printing/Downloading is allowed with prior permission of the Librarian.
5. **OPAC-** An OPAC (Online Public Access Catalog) is an online bibliography of a library collection that is available to the users. We have ERP based web OPAC that is operational through 24*7 to users where details of available and borrowed books are clearly shown. Users can visit the library to issue the available books by checking through Web OPAC.
6. **Remote Access-** It allows users to access a library's electronic resources from off-campus locations. It provides a single login interface for accessing subscribed e-journals, e-books, databases, and other resources. ABS Library is remote based operational 24*7 with DELNET and Edumarshal databases from which users can access available e-books, e-journals and other research materials. Users can contact Library staff for its Login Credentials.
7. **Disposal of Books:** Books that have not been issued by students or faculty members for the past five years, as well as those in poor condition and unfit for circulation, are disposed of following approval from the dean or director of the institute.
8. **Photocopy and Print Service-**This is an important extended service for library users by which they can get the print out and photocopy services. It is free of cost for faculty members and chargeable for Students (Rs-1 for each A4 Sheet). Library printed resources are not allowed without prior approval from Library in charge.
9. **Plagiarism Check -** Library has a subscription of plagiarism checker X software by which students and faculty members can check their plagiarism.
10. **Library Events-** Library organizes time-to-time events like Book Exhibition, National Library Week, Book Talks etc. By participating in these library events, people get interested in exploring the other library services and their uses.

Vinay

LIBRARIAN

Atul
34/10/2017

DIRECTOR