



## Library & Resource Centre Policy

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## **About**

SSOBD (SOIL School of Business Design) Library and resource centre is fully automated and integrated with RFID, Wi-Fi enabled, and is well managed. It is located on the 2<sup>nd</sup> floor of the Institute building. It is using latest software that smoothens all functions of the library. It provides access to the bibliographical details of books and other material through OPAC (Online Public Access Catalogue).

At SSOBD, the library serves as the heart of the Institute, supporting teaching, research, learning activities, and work as the primary source for research. The library also serves as a source of information and support students who seek information for their course curriculum and learning.

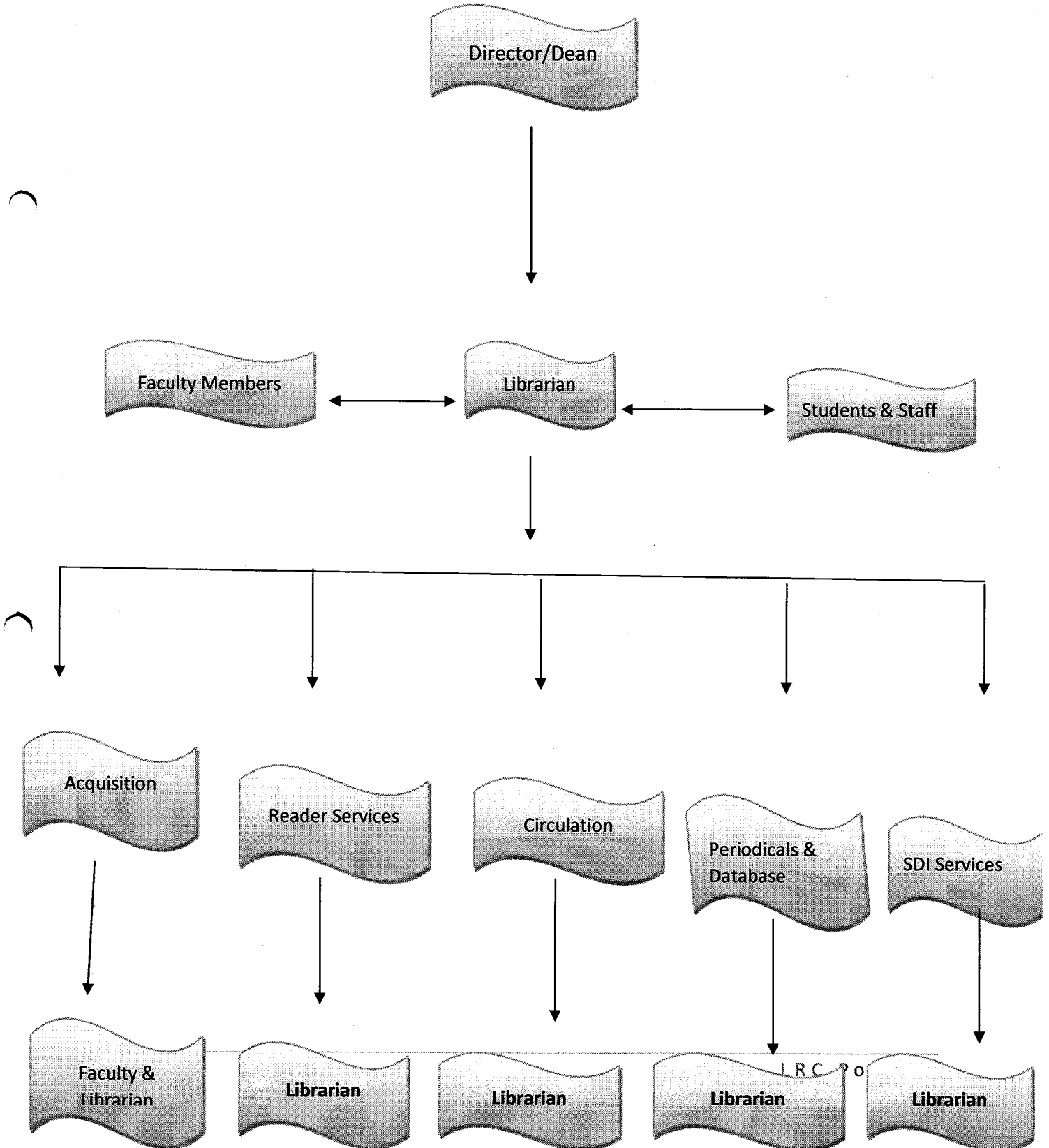
It has a very good collection that covers books related to Management, Leadership, Design Thinking and allied subjects such as Marketing, Entrepreneurship, HRM, etc. It believes in a hybrid model. Therefore, the collection comprises of printed and electronic resources i.e., books, journals, databases, e-journals, case studies, articles, etc.

Further, it provides access to Books, Journals, Magazines, and electronic resources to users. Users can access the online databases and download required material from their own terminals at campus.

## **Purpose of Policy**

In this policy, we outline the principle for developing a quality library collection that meets the knowledge needs of a dynamic learning community. Throughout the selection and deselection processes will be consistent and continuous evaluations will be conducted to ensure the quality of the collection.

# Library Organizational Chart



## Mission

It is crucial to the institution's mission to conduct outside research to provide excellent education that the institution library occupies a prominent place within SSOBD. The library also supports teaching, learning, scholarship and research activities'; it serves as a creative and innovative partner of the institute. In addition to creating an atmosphere of serenity, the library and spacious reading area which encourage intellectual stimulation and research.

The library is managed by SSOBD Librarian and supported by other staff members. In terms of organizational structure, it is flexible and is determined by the workload of each staff member. An individual staff member's responsibilities are assigned by the Librarian.

## Objectives

- ❖ To develop a resource centre that can provide more access to the data, information, and knowledge to the academic fraternity of SSOBD
- ❖ To support in education, research, and consultancy at SSOBD
- ❖ To provide support to classroom teaching
- ❖ To provide a conducive environment for the learning resource centre

## Library Advisory Committee

A library advisory committee (LAC) has been appointed by the Director of the Institution, consisting of a Chairman / Chairperson and representative of the program head and departments. In addition, student representatives are also an important part in the LAC. The Librarian is the member of the advisory committee. Librarian implements recommendations and suggestion to the library in its development and operation.

The LAC suggests, recommends, and reviews the developmental activities of the library. The "Professor in-charge" of library is the chairman and Associate Professor /Assistant Professor is a "Coordinator/Secretary or Member Secretary" of the library committee and is responsible for implementing the suggestion and recommendations of the committee.

S No	Designation	Library Advisory Committee (LAC)
1	Director / Dean/ Professor in-charge	Chairperson
2	Associate Professor /Assistant Professor	Coordinator/Secretary
3	Professor/Associate Professor	Member

4	Assistant Professor	Member
5	Assistant Professor	Member
6	Librarian	Member
7	Student	Member
8	Student	Member
9	Staff	Member

Faculty members of each department are also members of the committee. The member secretary arranges a periodic meeting of the committee in consultation and suggestions from the "Professor in-charge". In every meeting, he/she prepares the agenda and minutes of the meeting and are responsible for the implementation of the meeting outcomes.

### Collection

In the Library collection, you can find resources that supports learning, teaching, and research missions of the Institute. There are various resource available, including: -

- ❖ Books in print (text & reference) and e-books
- ❖ Serials (i.e., journals, periodicals, newspapers in print and electronic format)
- ❖ Databases (electronic collections containing bibliographic citations and full-text articles etc.)
- ❖ Multimedia material CDs, DVDs
- ❖ Collection and development, it's a major activity increase new titles, more subscriptions to print and online journals and database, as well as the purchase of e-books and other resources

### Financial Plan (Budget)

Depending on the library's requirement and development, the library submits a proposal budget for approval every year. These activities include procurement of books and e-books, subscriptions to print and online journals, databases, renewal of e-resources subscriptions, infrastructure, ICT requirements, and other essentials.

### Procurement (Acquisition) Policy for Books

In order to facilitate faculty and student needs, Library has a fairly comprehensive procedure for acquiring books and periodicals

- In order to procure books, online book recommendation forms are available on the Library Management System (LMS) website
- Faculty member can also send a requestion (s) via e-mail to the librarian

- According to our internal discussion we will procure a title' book "**one copy per six students**", Faculty or program office will share the total numbers of students in a specific subject. We will procure accordingly.
- After the recommendations are reviewed by the Program Head / Dean/ LAC, and after his or her approval. Before ordering books, journal and other study material the library checks for duplicate titles and presents the list of recommended titles to the competent authority to obtain its administrative or financial approval
- This process is handled through the library department, with the approval of the concerned authority, and the library department share the details to finance department for a Purchase Order (PO)
- That PO share with selected vendor (selected vendor mean that arrange the title with highest discounts or provide the title on time from another vendor)

Figure



### Processing of books

The process of processing books consists of three stages:-

**1 Accessioning** \_ In the case of books purchased or received as gift, accessed before being issued to users, the library maintains an Accession Register for both purchased and gifted books. Despite not having any series, these books are assigned numerical accession numbers. CDs are accessed under the CD series.

**2 Technical processing** (classification and key words) \_ Books are coded based on the Dewey Decimal Classification scheme and keyword indexes are used to identify standard key words.

**3 Cataloguing** \_ Details of all books purchased and received as gift books are entered in Library Management Software.

And stamping and paste the RFID chip /barcode and spine label, shelved on shelve for use and issue

Clearing and payment of bills done after accessioning has been completed by the library staff.

### Opening Hours

The Library and Resource Center will remain open on all working days and follow the schedule given below:

Reading and Consultation	Monday to Friday	9:30 am to 6:30 pm
	Saturday*	9:30 am to 5:00 pm
	Sunday & Academic Holiday	Closed

\*2<sup>nd</sup> and 4<sup>th</sup> Saturday library will close

## Circulation Hours

Monday to Friday	10:00 am to 6:00 pm
Saturday	10:00 am to 4:30 pm
Sunday & Academic Holiday	Closed

## Member Privileges

All faculty, students and staff members of the SSOBD will be a user of the library. Institute Identity card will use as library card.

Category of Members	Entitlement (Books)	Loan period in days
Faculty	2	28
Students	2	14
Staff	1	14

## Handling of Lost Books

- User is responsible for the books issued on their membership card. Loss of library book (s)/ card should be reported immediately to the librarian
- If a book is lost by a user, he/she has to pay the current price of the book plus overdue charges if any. If the book is "not in print", double the price of the book will have to be paid. The cost of the lost books will be based on the current price and not on the price of the book entered in the library accession register
- If the damaged/lost book is part of the multi volume set, the whole set has to be replaced
- If a user is asked to deposit the price of a lost book, he/she should fill up a requisite form/email and get it checked by the library staff. The payment for the lost book has to be made to the account department and the receipt will be provided to the user
- Duplicate membership cards will be issued by the institute authorities

## Subscription of Print Journal/Magazines:

Journal subscriptions for printed national and international are based on recommendations from faculty and students, as well as following AICTE guidelines. Faculty members are requested to prefer the subscription of Scopus index journals.

General magazines are subscribed regularly as per the recommendation of library committee.

We also accept complimentary copies of various newsletters and magazines.

## **New Subscription**

New subscriptions of any periodicals forwarded by the SSOBD fraternity with the recommendation of the department head / library advisory committee. Once we receive the recommendation, we would send that recommendation to Director/ concerned authority for approval.

## **Renewal Subscription**

Library department will be submitting the renewal proposal to concern department/ library advisory committee for suggestion and recommendation. We would send that recommendation to Director for approval, the subscription process will do.

## **Subscription of Online database/e-Journals and e-Books (e-Resources)**

Library subscribes electronic resources such as online databases, e-Journals, and e-books as per the requirement of curriculum with the faculty members recommendation for their classroom learning, teaching, and research activities.

The resources can be accessed through only authorized e-gateway with a cloud-based IP address / single sign option / off campus for 24\*7 with unlimited user access.

## **Usage Policy**

Library Electronic resources such as online databases, e-Journals, e-books, etc. are made available by the SSOBD Library.

These resources can be searched and browsed, and material may be downloaded and printed as single copies of articles as done in the case of printed library material. Downloading or printing of a complete book or an entire issue or a volume of one or more journals is strictly prohibited.

In addition to all general services, the SSOBD library provides various value-added facilities i.e., OPAC, remote access, LMS login page for status of the patron account.

## **Stock Verification of Library Books**

The process of processing books consists of three stages

### **1 Record the Accession Number of books**

- The library staff note down/ tick on sheet each book accession number from the bookshelf
- Each book is physically checked, if found damaged or beyond repair would be taken out from the bookshelf

### **2 Stock verification through KOHA software**

- After the finish records of the accession numbers of books, all the sheets paper are pooled together
- All recorded accession numbers are entered into an excel file
- Excel file will be upload on the KOHA library management software
- Report containing the list of missing or damaged books is generate



### **3 Re-verifying the missing books**

- The report containing the list of missing books are again cross checked with the collection
- The final report submitted to the Director

**Note:** *Stock Verification in the library is undertaken annually during summer vacations.*

### **Library Services**

**Online Public Access Catalogue (OPAC)**, users can use the OPAC of the library check availability of the books and other study material in library

**Inter Library Loan/Resource Sharing** – The Learning Resource Centre is a member of the Developing Library Network known as DELNET. It provides access to DELNET that provides digital access to major digital resources at subsidized cost. There are more than 6000 libraries in this network. **It provides access to 3,50,00,000 books on Inter Library Loan**

Among DELNET member libraries, we share resources (Books, Journals Articles, Research Papers, etc.) including those at IITs, IIMs, NITs, and other national B-Schools and academies.

It is possible for users to search the DELNET database and could request the Librarian to obtain books or research papers from affiliated libraries.

If you have any questions about any part of the process, please contact the librarian

**Proactive Information Services** - It provides proactive information services to academic fraternity. It also provides information alerts and other services so that it can keep its users abreast.

**Reference and Research Services** – SSOBD provides reference services to its users. It also helps faculty members and students in research activities.

**Reprographic Services** - All users are allowed to use the photocopying and printing facilities on a nominal fee basis. Users may contact at Circulation Desk for availing of the photocopying and printing facilities during working hours.

**Wi-Fi Internet Service** - The LRC is completely linked with high-speed institution' Network and Wi-Fi Internet facility. Users may use their laptop and smart phones for accessing the resources and services provided by LRC. Users may use computers available inside the LRC for accessing various resources including online catalogue from our collection and e-resources.

**Plagiarism Checking** - A plagiarism checking software is subscribed by SSOBD. Students and faculty can utilize this facility for their research work, such as assignments, articles, manuscripts, thesis/dissertation, etc.

## **Institutional Membership**

**National Digital Library of India (NDLI)** - It also encourages its users to use the resources that are provided by GOI. National Mission on Education through Information and Communication Technology (NMEICT) sponsored NDLI is one of them. NDLI provides access to books, articles, PPTs, reports, simulations, and many other resources. It is single window access to over 85047596 quality resources.

**Developing Library Network (DELNET)** - The SSOBD Learning Resource Centre is a member of the Developing Library Network known as DELNET. It provides access to DELNET that provides digital access to major digital resources at subsidizes cost. there are more than 6000 libraries in this network. It provides access to 3,50,00,000 books on Inter Library Loan.

Among DELNET member libraries, we share resources (Books, Journals Articles, Research Papers, etc.) including those at IITs, IIMs, NITs, and other national B-Schools and academies.

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## **General Rules & Regulations**

- ❖ Institute ID Card will be used as a library card. ID card is compulsory for getting access/visit to the library
- ❖ Enter your name and signature in the visitor register kept at the entrance counter before entry and exit
- ❖ Silence shall be maintained, and group discussion is not permitted inside the library
- ❖ Attending and calling over the mobile phone is strictly prohibited. Please put your mobile phone on vibration while visiting library.
- ❖ Carrying eatables, cold drinks, and water are not allowed inside the library.
- ❖ Carrying bags into the library is strictly prohibited, except laptops, notebooks, and other educational gadgets.
- ❖ Reference Books will not be issued.

- ❖ All the students have the privilege of direct access to the resource shelves in the library.
- ❖ After referring to the book(s), please do not place any books on the shelves, leave them on the reading table.
- ❖ Audio-visual terminals are available in the library premises should be used for academic purposes only.
- ❖ Users should not remove/ unplug computer cables/ connections, network cables, and accessories, etc.
- ❖ Librarian may recall a book before the due date if required.
- ❖ To borrow a book, borrowers need to present their ID card at the circulation desk. Staff will stamp the due date on the due date slip, at the time of issuing the book and would return it to the borrower after necessary checking.
- ❖ While re-issuing the book, book should be brought to the library. Re-issuing cannot be done without bringing the book.
- ❖ Users are responsible for any loss to the library due to the misuse of their ID cards. If the ID cards are misused by other members for borrowing books or any materials, the owner of the ID card will be responsible for the return of the books or materials to the library.
- ❖ The book should be returned or re-issued positively before & same the due date. Otherwise, an overdue charge of Rs. 50/- per book - per day will be charged.
- ❖ If a book is lost by any user, he/she shall have to pay the cost of the book without any further discussion and argument.
- ❖ Users should return all materials borrowed from the library before proceeding on any kind of long leave.
- ❖ Writing, marking, and highlighting on any page of borrowed book is strictly prohibited.
- ❖ Suggestions for purchasing books and other materials and improving the library services are welcome.

- ❖ Each user shall obtain “no dues/clearance” from the library after the program/course is completed.

## FAQ

### Q. Who can avail the library services?

A. Student, Staff, and Faculty of the SSOBD.

### Q. How can I become a member of the library?

A. After you have joined the SSOBD, you automatically become a member of the library.

### Q. How many books can be issued at one time?

A. Please see below

Category of Members	Entitlement (books)	Period of Loan (days)
Faculty	2	28
Staff	1	14
Student	2	14

### Q. How can I issue/Return books?

A. First, check the availability of the book using the online OPAC search or in the LRC's OPAC search facility. Second, if available, search the book in the LRC from the shelves. In the third step, show your ID card to the circulation desk, and the library staff will issue the book to you.

### Q. How can I return books?

A. Return it to the circulation desk at the library.

### Q. How do I renew my books?

A. While re-issuing the book, the book should be brought at the library circulation desk. Re-issuing cannot do without bringing the book.

### Q. What are the overdue charges against late return of books?

A. The book should be returned or re-issued positively before the due date. Otherwise, an overdue charge of Rs. 50/- per book - per day will be charged.

### Q. How can I know my overdue?

A. In case a user is overdue, the LRC will send an email. You may also check your overdue and other information by logging into the OPAC.

**Q. How do I pay my Overdue Fine?**

A. Overdue fines must be deposited in the college account where you deposit your tuition fee. Please submit the receipt to the circulation desk after you deposit the overdue fine.

**Q. Can I access journal articles from my room?**

A. The LRC subscribes to over 1700 journal titles which can be accessible within campus through Internet.

**Q. Can I use the LRC printers from my laptop?**

A. No

**Q. Are Printers/ photocopying Scanners available in the Learning Resource Centre?**

A. Yes! LRC offers printing/photocopying services during working hours.

**Q. Can I recommend a book for the LRC to purchase?**

A. Yes, to recommend a book for the LRC to purchase, you need to first login and then go through Book Recommendation Link.

**Q. How can I get a Harvard Business Case Study?**

A. HBSP cases, articles etc. access through ERP (Canvas) system as per faculty recommendation.

**Q. How do I download EBSCO e-Book?**

A. you can download some pages of e-book, its mentioned top left side of book.  
<https://search.ebscohost.com/>

**Q. Can I request a textbook through Inter LRC Loan?**

A. Most of the textbooks are available at LRC itself, but in case specific book is not available, LRC use DELNET's inter library loan service with the term & conditions of DELNET.

**Q. Is it possible for LRC users to bring snacks into the LRC?**

A. No, snacks are not allowed inside the LRC premises.

For any suggestion and query contact [library@schoolofbusinessdesign.com](mailto:library@schoolofbusinessdesign.com)

