



**Institute of
Management Technology**
Ghaziabad, Delhi NCR



IMT GHAZIABAD LIBRARY GUIDELINES & RULES



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1. Commencement

These rules are framed to help and promote, rather than to constrain the use of library resources and services.

These revised rules take effect on February 13, 2020.

2. Definitions

'borrower' means a person who borrows an item from the Library.

'item' means any book or other print or non-print library material or piece of equipment which is the property of, or under the control of, or in possession of the Institute Library.

'Librarian' means the person holding the position of Librarian, or his or her delegate.

'Library' means those parts of institute premises that constitute the premises of the Library.

'Library resources' include Library items, printer resources, electronic resources under control or in possession of the Library, and any physical area of the Library.

'Library staff' means those persons who are employed within the institute Library. 'person' includes, where the context permits, a body corporate and its employees.

'Member' means a registered member of the library.

'replacement charges' means those charges levied on a borrower under these rules for an item that has been lost by the borrower, given a lost status by the Library while on loan to the borrower, or extensively damaged while on loan to the borrower.

'User' means one who uses a Library.

3. Opening Hours

The library shall remain open on all the days except the National and Gazetted holidays (**as declared by IMT/GOI every year**) and shall observe the schedule as given hereunder for members/users:

Monday to Friday	08.00 AM - 06.00 AM (22 Hours)
Saturday to Sunday	08.00 AM - 10.00 PM (14 Hours)
Summer Vacation (April to June)	08.00 AM - 09.00 PM (13.00 Hours)
Lunch Hours	01.00 PM to 01.30 PM (00.30 Hours)

During examination/placement/other academic activities, the library may remain open overnight on Saturday and Sunday. The library opening/closing hours is subject to change by the Librarian/Library Committee as and when require.

4. Circulation Hours

Members	Period	Timing
PG, DCP, BFS, FRN, Executive Program	Monday – Sunday	09.00 AM - 09.45 PM
PGDM-Part Time Program	Saturday – Sunday	09.00 AM - 09.45 PM
Faculty, Adjunct Faculty, Faculty Associate Officers, Staff, Research Scholar & Associates	Monday – Sunday	09.00 AM - 09.45 PM

The circulation opening/closing hours of issue-return is subject to change by the Librarian/Library Committee as and when require.



5. General Rules

- i. Registration should be done to become a library member before using the library resources.
- ii. Library Membership Card is compulsory for getting access to the library.
- iii. Enter your name, roll no. and sign in the register kept at the entrance counter before entry and exit.
- iv. Show the books and other materials that are being taken out of the library to the security guard and staff at the entrance counter.
- v. Keep personal belongings, such as bags and other items at the property counter (personal belongings area) of the library at their own risk.
- vi. The member/user of the library are requested to take care of their belongings (i.e., laptop, Pen drive, mobile, other devices, wallet, and other valuable items) inside the library premises; otherwise, the library is no way responsible for the loss of above said articles or goods.
- vii. No monetary compensation can be claimed from the library in case of any damage to the personal belongings of member inside the library.
- viii. The library follows an open access system. Books or other reading materials taken from the stacks should not be re-shelved by the readers but should be left on the reading tables. Please remember that a book misplaced is a book lost.
- ix. Library items must not be marked, defaced, mutilated, or damaged in any way. If anyone is found doing so, he will be charged the full replacement cost of the material and other disciplinary actions.
- x. Silence to be maintained and no group discussion permitted inside the library premises.
- xi. Pasting of the poster at the entrance, glass doors or inside the library premises not allowed.
- xii. Refreshment of any kind shall not be taken anywhere in the library premises. Eating, drinking, and smoking is strictly prohibited inside the library.
- xiii. A person may enter and remain only in those parts of the library that the person is authorized to use.
- xiv. A person must behave with decency and decorum. Any irregularities may kindly be brought the notice of the Librarian / Library Committee / Dean (Academics) / Director for necessary action.
- xv. Member is requested to follow a decent dress code inside the library. Wearing Bermuda, shorts, half pants and knickers not allowed inside the library. The Librarian may prescribe that certain areas of the Library are to be used for specified purposes only, or by certain persons or groups only. A person must not use those areas in contravention of that prescription.

6. Library Membership

The enrolled students, faculty, adjunct faculty, faculty associates, officer, staff, research scholars (FPM), and research associates are entitled to enroll themselves as members of the library. Those who intend to use the library services are required to register themselves as member of the library by filling the prescribed LIBRARY MEMBERSHIP FORM. The form must be recommended by the respective head of the department.

- i. **Library Membership Card:** Single library membership card will be issued to a registered member of the library; member is responsible for the library card issued to him/her. Member is allowed to the library only on the production of their authorized Library Membership Card.
- ii. **Validity of Library Membership Card:** The library membership card is valid for the entire duration of the course and service period to access library facilities. At the time of 'no dues and clearance', the library membership card shall be returned to the library Circulation Desk.
- iii. **Loss of Library Membership Card:** Loss of library membership cards should be reported to the Librarian/circulation desk. The duplicate membership card may be issued against filling a request form and fee Rs.100.00.
- iv. **No Dues and Clearance:** Each member shall obtain 'no dues and clearance' from the library after returning all the books issued, surrendering the library membership card, and paying outstanding dues, if any. The fee Rs.100.00 shall be charged from the students (PG, DCP, BFS, FRN, Executive, and Part-Time Programs), if they fail to return the library membership card at the time of taking 'no dues and clearance' from the library.



7. External Library Membership Services

The Library extends their services to External Research Scholars (i.e., PhD, FPM, and MPhil - Registered with University/Insitute) and Alumni of IMT Ghaziabad under 'external membership services. (see Annexure – I)

8. Borrowing Guidelines

- i. Borrowing facilities are given only to the member of the library.
- ii. Books will be issued on the presentation of the authorised library membership card.
- iii. The library membership card is non-transferable, and their loss should be immediately reported to the library circulation desk.
- iv. Member must satisfy themselves about the physical condition of the book(s) before borrowing. Member shall be responsible for any damage or mutilation noticed at the time of returning the book(s).
- v. The member is responsible for any book issued against the library membership card, as per the library records. Computer-generated check-out slip will be signed by the member at the time of book issue, and signed check-in slip will be given to a member at the time of book return by the circulation desk staff. At the time of the deposition of the book and other reading materials, member must collect the receipt of the deposition of the same.
- vi. All books on the loan shall be returned on or before the due date marked on the Due-Date-Slip in the book, failing which overdue charges shall be realized from the member.
- vii. At the time of deposition of overdue and other fines for book(s), the member must collect receipt for the payment from the circulation desk.
- viii. For renewing, it is necessary that the book has to be presented at the counter.
- ix. A member going on leave deputation, study leaves, or extra-ordinary leave will have to return all borrowed material before leaving the institute.
- x. Issued book(s) and other belongings will have to be shown to the person on duty at the Security Check.

9. Entitlement to Borrow Library Books

The registered member shall be permitted to borrow book(s) from the library by producing a library membership card at circulation desk. The entitlement of loan is given below:

Membership Category	Entitlement	Period of Loan
Faculty	50	120 Days
Adjunct Faculty	20	90 Days
Faculty Associate	20	60 Days
Officer	10	30 Days
Staff	04	14 Days
Research Associates	10	30 Days
Research Scholar (FPM)	20	30 Days
Students (PG, DCP, BFS, FRN, Executive Program)	06	07 Days
Students (Part-Time Program)	04	14 Days

Borrowing Period for other Publications for faculty member only

Publications	Members	Period of Loan
Reference books, Educational Video CDs, Bound Volumes, Annual Reports.	Faculty	7 days
Training Manuals, Journals, Magazines, and Newspapers are non-borrowable. Users may use these reading materials within the library		



10. Overdue and Fines

- i. The overdue fine shall be charged (i.e., Rs. 5.00 per book, per day) from the student (PG, DCP, BFS, FRN, Executive, FPM and Part-Time Programs), if they fail to return the book(s) on or before the due date stamped on the Due-Date-Slip of the book.
- ii. No overdue fine shall be charged from other membership categories.

11. Re-Issue and Recall of Books

- i. Book(s) shall be re-issued to the same member at once only. But, if there is a demand for the book, the request for renewal may be turned down by the library.
- ii. During the examinations, books and publications issued for the due period will not be renewed even if there is no demand for the said books.
- iii. The librarian can recall books and publications at any time if the need arises.

12. Reservation of Books

A book on the loan can be reserved for a member on his/her formal request. Intimation will be put up at notice board to the member who had requested for reservation immediately after the return of the book. The requester shall collect the book within one day from the date of issue of notice. Failing which same shall go back in normal circulation and the reservation of book will be canceled.

12. Care of Library Resources

Students are required to handle the books, journals, magazines, and other reading materials of the library very carefully; marking with pencil, writing, or highlighting, tearing the pages, or mutilating the same in any other way will be viewed very seriously.

13. Use of Mobile Phones

To maintain the decorum of the library, the use of mobile (i.e., chatting and discussion) not allowed inside the library premises. A fine (i.e., Rs.500.00) shall be charged from students if found guilty for using a mobile phone inside the library.

14. Loss of Books and Periodicals

14.1. General, Text and Reference Books

- i. A book lost/damaged, then the member shall replace the book with the same or latest edition or pay the cost of the book (as per the library accession register).
- ii. Lost/damage of borrowed book(s) must be immediately reported in writing. The replacement cost for lost books will also include overdue charges, if applicable.

14.2. Rare and out-of-print Books

If a rare or out-of-print book is lost by the member, double the current price shall be realized.

14.3. Multivolume publications

If a volume of a multi-volume publication is lost, either the current price of the complete set shall be charged, or the set shall be replaced with the latest edition. If lost volume(s) of a set is/are available in the market, the member may be allowed to replace the lost volume (s) of the same edition. If the newer edition is available in the market, then the entire set of newer edition may be accepted as a replacement, or the cost thereof may be charged.



14.4. Current or single issue(s) of Journals

Lost issues of the journals shall be replaced by the member within one month from the date of loss; else, the member shall have to bear the current cost of the complete volume or set, as the case may be.

14.5. Bound volumes of Journals

If a bound volume is lost by a member, he/she shall have to either replace the volume or pay four times the cost of volume's subscription.

14.6. Non-Print Material

i. Educational Video CDs

If the CD lost by a member, he/she should have to either replace the CD or pay the current price of the same.

ii. CD (with Book)

If a CD (with the book) is lost by a member, he/she shall have to either replace the CD or pay the current price of the book.

14.7. Unpriced Publication

In case of loss of unpriced publication, the member must replace it with an original copy. Otherwise, the library would recover three times its photocopying charges as per the prevailing photocopy charges at the IMT, Ghaziabad.

15. Penalties on Damage and Stealing of Books

The Librarian and Chairperson-Library Committee shall be competent to impose any of the following penalties if any member is found guilty of stealing/damaging/defacing/disfiguring etc. a book and other reading materials:

- i. To realize the current cost of the book(s) with a fine of Rs.2000 /- will be charged and suspension of library membership for one semester, if the book is **stealing** by a member.
- ii. To realize the current cost of the book(s) with a fine of Rs.1000/- will be charged and suspension of library membership for one month, if the book is **damaged/defaced/disfigured** by a member.

16. Use of Library Computers

- i. Computers should be used only for educational purpose
- ii. Library computers can be used for academic purposes only.
- iii. Playing games on computers is strictly prohibited
- iv. Changing the settings and display of computers kept in the library is not permitted.
- v. Members should not remove/unplug computer cables/connections, network cables, and other peripherals/accessories in the library.
- vi. Do not install or uninstall any software on library computers.
- vii. If any of the computers are not working, report the same to the librarian. Do not try to fix it.

17. Reference Section

This section has an handbook, encyclopedias, dictionaries, directories, reference books, etc. which are only available for reference. Members can make use of these resources inside the library only.



18. Periodical Section

In these section journals, general magazines and newspapers are available. These are arranged alphabetically. The latest issues are displayed on display rack, and other previous issues are arranged in the drawer. Members can make use of these resources inside the library only.

19. Copyright

All the online resources, CD-ROMS, Video Cassettes accessible from IMT Ghaziabad Library are copyrighted works. Hence, copying, publishing, disseminating, displaying, performing, or playing without permission of the copyright holder except by fair use of licensing agreement is not allowed. The library may terminate the library access to the member who is found to have repeatedly infringed the copyright of others.

20. Licensing Restrictions

Online resources listed on the IMT Ghaziabad Library portal are restricted by license agreement to members of the IMT community for research, teaching, and private study. Commercial use, systematic downloading, copying, or distributing of information is prohibited.

21. Misbehavior with Staff Member

Any Member found guilty of misconduct with library staff will be referred to Chairperson-Library Committee/Dean (Academics)/Director for disciplinary action.

22. Authority of Librarian

- i. The Librarian shall have the authority to take such steps as are demand necessary from time to time to ensure discipline and decorum in the library.
- ii. In special circumstances, the Librarian may reduce or waive any period of exclusion or fine imposed by these rules.

23. Administration, Interpretation and Amendments

- i. The Librarian / Chairperson-Library Committee / Dean (Academics) would be the executive authority for the proper administration of these Guidelines and Rules of IMT Ghaziabad Library.
- ii. In case of any dispute, the same will be resolved by the Librarian / Chairperson-Library Committee / Dean (Academics), who shall be the Authority for interpretation of these Guidelines and Rules of IMT Ghaziabad Library.
- iii. In case a member of the library is dissatisfied with any decision taken by the Librarian / Chairperson-Library Committee / Dean (Academics) as per above 2, he will be permitted to refer his case to the Director, who shall take steps to resolve the issue. The Decision of the Director shall be final.
- iv. These Guidelines and Rules of IMT Ghaziabad Library may be changed or amended from time to time by the Library Committee.



Annexure - I

External Membership Services

Membership Category	Duration		Membership Fee (in INR)	Recommendation
Research Scholar	One Week		600	Supervisor
	One Month		1500	
	Annual	Registration Fee (One Time)	2000	
		Annual Fee	4000	
Alumni- IMT Ghaziabad	Seven days (in a Year)		Free	Chairperson: Alumni Committee
	One Month		1500	
	Annual (<i>Registration Fee is not applicable for Alumni of IMTG</i>)		4000	
Taxes will be applicable on External Membership Fee				
Under this scheme, books will not be issued to the external members				

The following facilities will be provided to external members through this scheme:

- Reference and Information Services
- Online Public Access Catalogue
- Database Searches at IMT, Ghaziabad (IP based only)
- Current Awareness Services
- Current Contents and Current Additions Services
- Reprographic Services under copyright (On actual payment basis)

