Institute of Management Technology
Ghaziabad, Delhi NCR

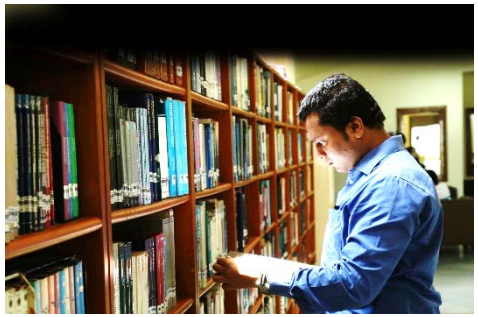
AACSB ACCREDITED

LIBRARY & INFORMATION CENTRE

Welcome to Orientation Programme of Library

Know your library:

Introduction to Resources, Services and Guidelines…



Salient Features of Library

- Fully automated library with Koha-Open Source Software Integrated Library System.
- Focused on electronic delivery of information and webs based information services
- Core management literature available in the form of e-journals & e-books
- Institutional membership of Libraries and other Professional Bodies
- Equipped with Electro Magnetic Security System (EMSS)
- Equipped with wireless network system

About the Library

- Serves as Centre place for Reference and information services
- Serves as an innovative partner in teaching, learning and research activities
- Responsible for acquisition, processing, organizing & providing access to high quality scholarly information resources both in print & digital form
- Contributes (directly & indirectly) to the achievement of Institute's mission

Library Opening Hours

Monday – Friday

8.00 am to 6.00 am (22 Hours)

Saturday, Sunday & Holiday

8.00 am to 10.00 pm (14 Hours)

During exams and placement weeks, the library will remain open from 08.00 am to 06.00 am on weekends and holidays

Circulation Hours

(Check-Out, Check-In & Renewal of Books)

Monday to Saturday

9.00 am to 9.00 pm

Sunday & Holiday: Closed

Library Automation

The Library is operating in a fully automated environment and also equipped with Electro Magnetic Security System (EMSS) by 3M. Library is using Koha-Open Source Software Integrated Library System for Automation. All in house activities like circulation, cataloguing, serial control, OPAC etc. are being done with the use of software. Barcode reader and software helps to make entire house keeping activities very fast and accurate.

Web-OPAC

The library provides quick access to the resources available in the library (i.e., books, journals, e-books, e-journals, online video links, etc) available at library.

Our Resources

Print

- Books – 48230+
- Journals & Magazines – 210+
- Training Manuals – 60+
- Newspapers – 22+
- Bound Volumes
- Annual Report of Company – 250+

Online

- Books – 167910+
- e-Journals & e-Magazines - 14444+
- Databases - 43+
- Case-Studies
- e-Newspapers
- Educational CDs – 1950+
- Open Access e-Resources (Free, scholarly)

Library Services

- Reference & Information Services
- Circulation Services
- Liaison Program for Faculty and Students
- New Arrivals, Current Content
- In-Person Information & Referral
- Literature search services
- Facilitating other library reference
- Inter Library Loan
- Document Delivery Service
- Information Literacy/Instruction Sessions
  - Orientation
  - Special sessions- presentation-cum- demo for online databases
  - Focused group sessions
- Books Exhibition

How to Access Library Resources?

- Library follows Open Access System
- Personal visits & browsing
- Online Catalogue for all holdings in Library
- Follow links on Library Website

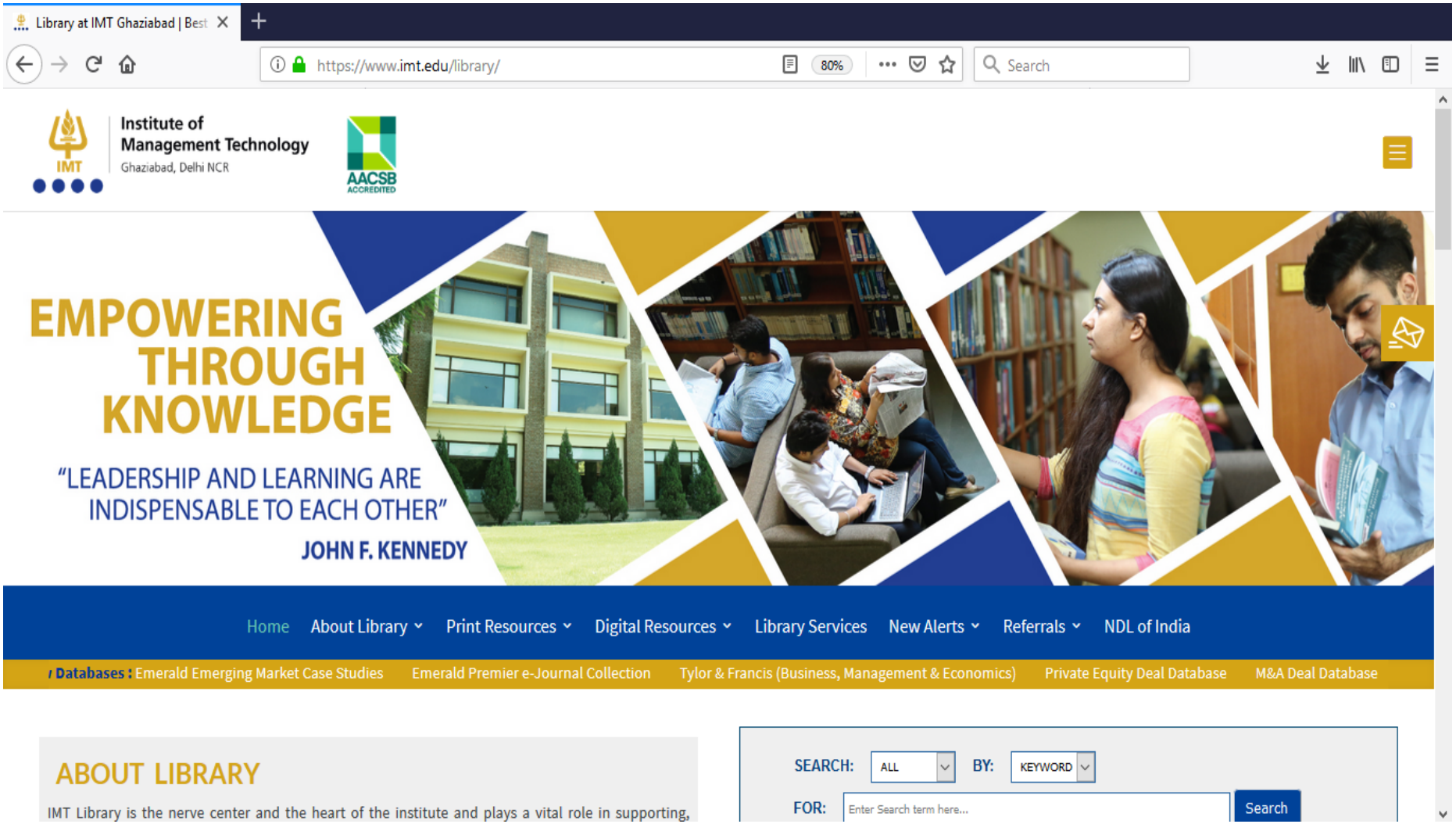
  https://www.imt.edu/library
- Off campus access of online resources using EzProxy

Institutional Memberships of Library

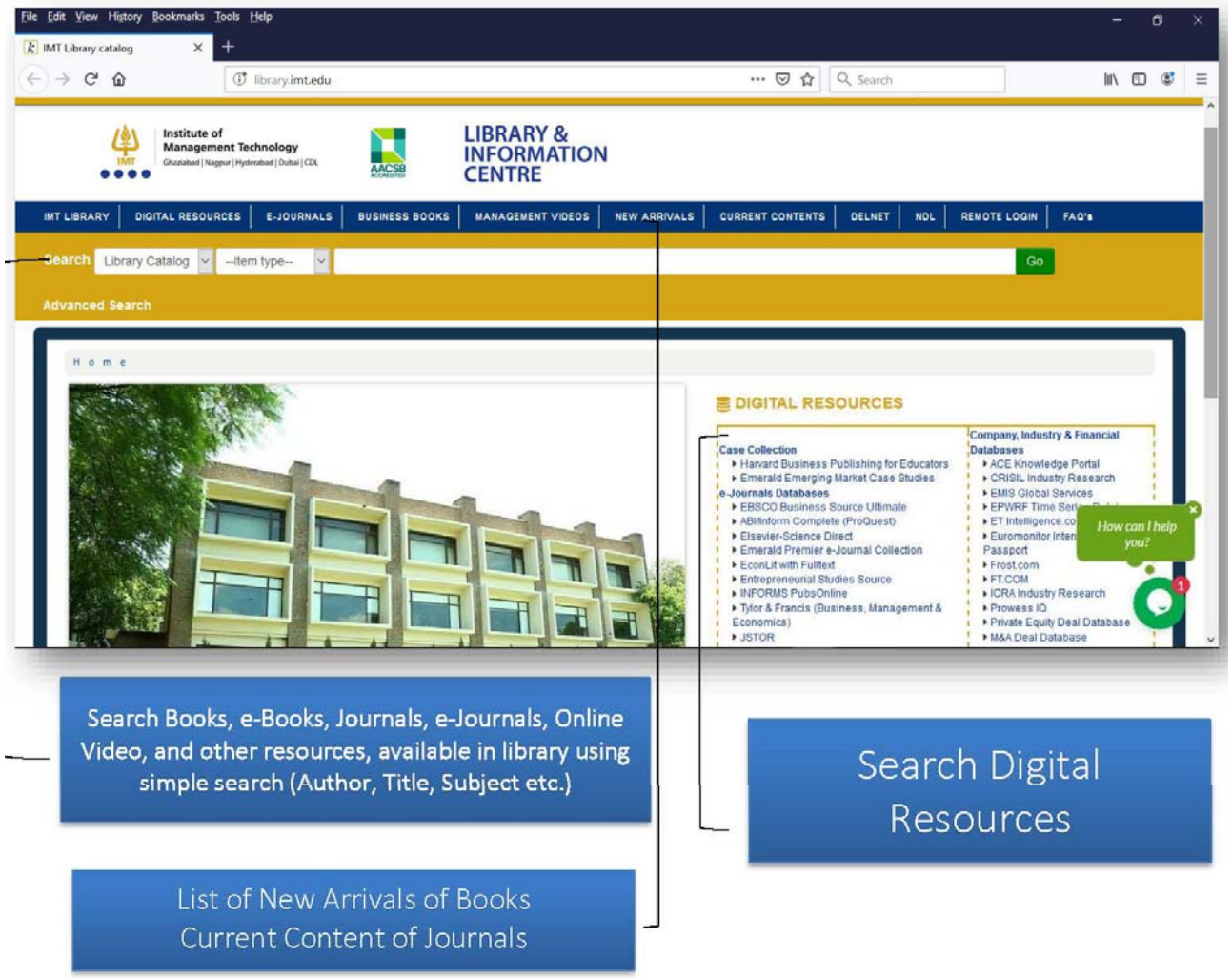
IMT

Online Resources

Library Portal (https://www.imt.edu/library



Library Online Catalogue (library.imt.edu)



OPAC provides the facility of searching, browsing physical materials (i.e. books, journals, magazines) available at IMT library.

FOR MORE DETAILS, PLEASE VISIT: https://www.imt.edu/library

Case-Study, e-Book & Video Collection Databases

HARVARD BUSINESS PUBLISHING FOR EDUCATORS

Emerging Markets Case Studies

EBSCO eBooks

THE WORLD BANK

eLibrary

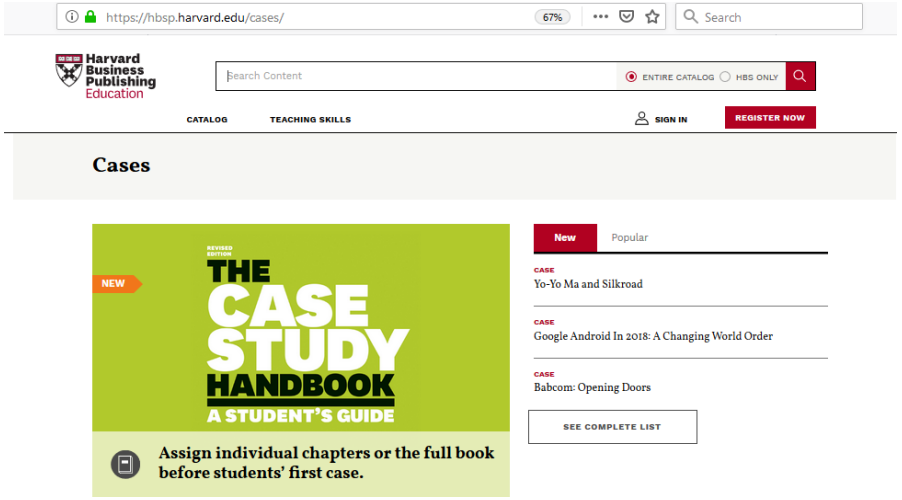
Business Book Summaries

National Digital Library of India

Leadership & Management VIDEO COLLECTION

DELNET

Harvard Business School Publishing



Content

- Articles
- Books & Chapters
- Cases
- Core Curriculum
- Online Courses
- Simulations
- Online Tools

Featured Collections

- Course Maps and Guides

Disciplines

- Accounting
- Business & Government Relations
- Business Ethics
- Economics
- Entrepreneurship
- Finance
- General Management
- Human Resource Management
- Information Technology
- International Business
- Marketing
- Negotiation
- Operations Management
- Organizational Behavior
- Sales
- Service Management
- Social Enterprise
- Strategy

Teaching with Simulations

"When I first started using a simulation, I did not imagine the energy it would bring to the class. Students get much more emotionally involved and competitive—they get hooked and their understanding of the learning points increases."

—Professor Ramon Casadesus-Masanell, Harvard Business School

See what other professors say about teaching with simulations.

e-Journals Databases

Company, Industry & Financial Information Databases

Country Information & Statistical Information Databases

EPWRF India Time Series

indiastat.com
Revealing India..... Statistically beta

THE WORLD BANK

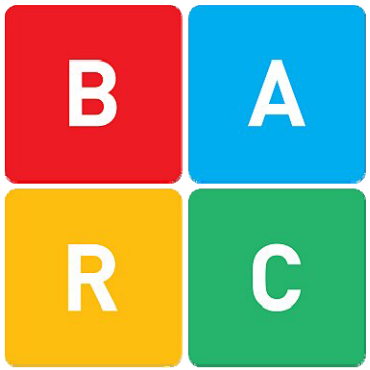
EMIS
In, On and For Emerging Markets

eLibrary

ProQuest®
Start here.

RTCM Lab –
Digital and Social Media Marketing Databases

comscore



BROADCAST
AUDIENCE
RESEARCH
COUNCIL
INDIA

salesforce

radian6

IMT

Finance Lab with Bloomberg Terminals

Bloomberg provides financial software tools such as an analytics and equity trading platform, data services, and news to financial companies and organizations through the Bloomberg Terminal (via its Bloomberg Professional Service).

Bloomberg

e-Magazines & Newspapers

press reader
— connecting people through news —

Regional Business News™
Available via EBSCOHost©

MAGZTER

VE RI TAS Harvard Business Review

The Economist

FT.com
FINANCIAL TIMES

WSJ

EPW
Economic&PoliticalWEEKLY

HUMAN CAPITAL online
realising business strategy through people

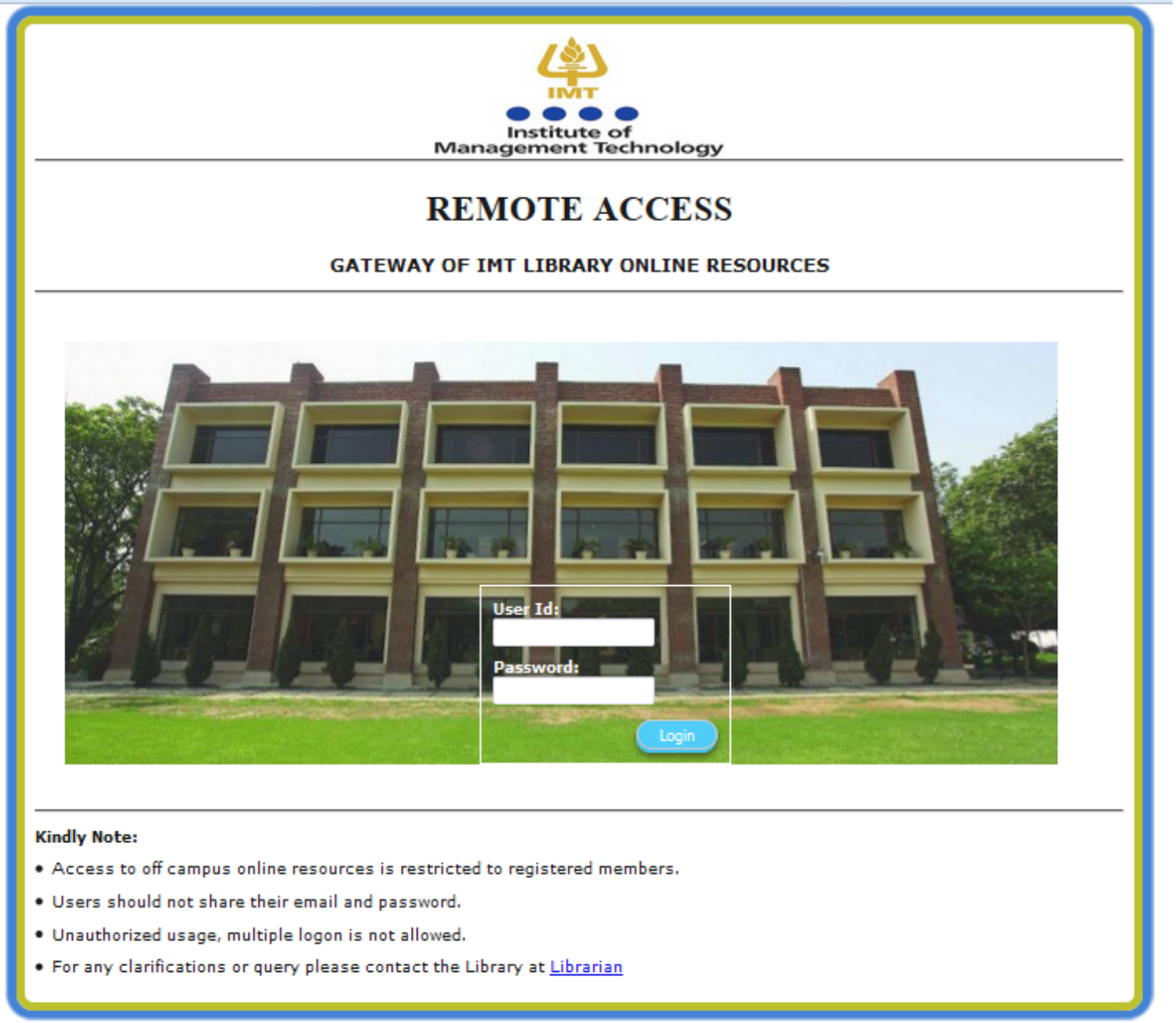
Business Standard

people matters

IMT

Research Tools

Remote Access



Open Access Online Resources (Free)

Journals: Directory of Open Access Journals
Books: DOAB, Google Books, Hathi Trust, HighWire, Project Gutenberg, Digital Library of India
Theses: Shodhganga, NDLTD, OATD & many other
Search Engines: Google Scholar, Microsoft Academic Search Live, JURN, ChemSpider, BASE: Bielefeld Academic Search Engine, CORE, CrossRef
Library Catalogue: IndCat, WorldCat, Trove, COPAC etc.

E-Prints: arXiv.org, CogPrints, ChemXSeer, RePEc, SocArXiv, BioArxiv,

OSF E-Preprints

Many other scholarly sources

Access Policy for Online Resources

Who can access e-resources?

- Faculty, students, staff & others directly associated with IMTG

How to access?

- IP based access on Campus & Some require login ID & Password
- Remote access (off campus access available)

Copyright / License Agreement

- Copyright regulations apply same way as printed books & journals
- Electronic journals & databases access is based on license agreements with publishers / vendors.

What's not permitted?

- Systematic downloading, sharing with outside users, using any software to download entire database, creating your collection of entire, using it for commercial purpose

Building Partnership & Interaction

- Developing collection in your area of academic & research
- Designing new services
- Holding training sessions & workshops
- Helping in getting feedback & improving services
- Increasing use of library resources & services
- Creating subject resource guides in your disciplines
- Integrating library resources in to course
- Teaching Assistantship
- Seek your expertise & assistance & any other way that you can help us

Library In-House Publications

Superior Business, Science, Political & General Interest Magazines

Sales & Marketing

Hundreds of Full-Text Magazines & Journals

Accounting

Hundreds of Full-Text Magazines & Journals

Human Resources

Hundreds of Full-Text Magazines & Journals

IT Infrastructure

- Automation in-house operations – Koha- Open Source Software
- Library Portal
- Remote Access (EzProxy)
- Turnitin- Plagiarism checking software
- Grammarly- for writing correctly
- Equipped with Electro Magnetic Security System (EMSS)
- Digital Repository – Dspace- Open Source Software
- Wi-Fi facility
- Good number of computers for accessing library resources
- Photocopier machines, Scanners & Printers- academic use

We request you to,

- Bring library membership card when you visit Library
- Respect and follow Library Rules and Policies
- Maintain silence in the Library Premises
- Help keep the Library neat and clean
- Alert on misuse of resources
- Don’t leave your personal belongings inside the Library
- Take care of Library materials
- Suggest new resources
- Be prompt in responding to our communications
- Participate actively in Library activities
- Co-operate with Library staff
- Feel free to seek assistance
- Provide feedback & suggestions

Some Don’ts

- Do not take out library materials without getting issued
- Do not use mobiles in Library premises, otherwise fine will charged
- Do not bring Music & other gadgets
- No group discussions & group study currently
- Do not bring any eatables & drinks
- Do not use Library computers/ Network for non-academic purposes
- Do not mark, write, scribble, underline in Library reading materials
- Avoid using mobiles, playing games & watching movies distracting other user attention
- Avoid doing anything that disturbs other users
- Bermuda, knickers and half paints not allowed (maintain decent dress codes while visiting in library)

Plans for immediate future

- Implementation of RFID system- self check-out & check-in
- Services on social network platforms
- Addition of new e-journals, company & financial information databases
- Web Scale Discovery Services- Single-point access (currently on trial basis)
- Implementation of Digital Institutional Repositories
- More sessions on finding, managing & using information
- Initiating virtual reference service

Library Committee

Library Committee is constituted to exercise general direction, control, supervision and guidance over the affairs of the library

Prof. Puja Aggarwal Chairperson	Prof. Abhishek Member
Prof. Neha Arora Member	Prof. Juhi Gahlot Sarkar Member
Dr. Akhtar Hussain Member	

Library Communications

Your Librarian -

your best resource in the library

Communications

- ahussain@imt.edu
- library@imt.edu

Intercom: 302, 225, 373, 399