

ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY, GREATER NOIDA

STANDARD OPERATING PROCEDURE

General B.C. Joshi Library

INTRODUCTION

The primary mission of AIMT library is to support teaching, research and the learning process of the user community. The objective is to provide adequate, timely and relevant information resources and innovative services that support full spectrum of teaching, learning and research needs of the faculty, students and researchers. The AIMT library which was established in 2004 is housed in a separate complex at the center of the campus and offers a congenial environment for study and research. The total seating capacity of library is about 80.

AIM

The aim of SOP is the lay out procedure for the smooth and efficient functioning of AIMT Library.

LAYOUT OF SOP

The SOP is divided into following parts:-

1. Library sections and services
2. Organization of the library
3. Responsibility of the staff
4. Responsibility of the users
5. Procedure for issue of books

1. LIBRARY SECTION AND SERVICES

AIMT library has a total collection of about 14700 books, e-journals, bound journals and books on various subjects. Book titles include General Management, Marketing Management, Personality Development, International Business, Marketing Research, Financial Accounting, Human Resource Management, Information Technology, Business Law, Managerial Economics, Research Methodology, Entrepreneurship, ERP, Database Management System etc. Some of the collections are also available in the form of CD received with the books. The CDs are issued to the users like a book issue. The library holds a sizeable number of Assignments, Summer Training projects and large number of reference books.

Library is organized into following sections:-

Circulation Section → This section of library has Issue/Return Counter, Internet Access facility and Book Acquisition Section. Books are issued according to their entitlement. Demand based issue system is followed for few category of book; hence the book will not be issued or re-issued on the same day of its return.

Reference Section → This section has book titles identified for reference purpose and periodicals. User queries regarding library collection, availability of any document or book are handled by library staff all the time.

Information Section → This section holds Periodicals, Journals, Magazines and Newspapers. The issues are arranged in alphabetical order. At present the library has subscription of 25 National, 5 International, 18 Magazines and 9 News papers, annual reports and collection of projects, subject files and question papers of last ten years. This section also has the facility of photocopying, scanning and printout. The photocopying and print facility is available at the cost of Rs. 1/-.

Reading Section → This section is dedicated for reading purpose. Newspapers, self issued books, project reports and self written notes are allowed for use in this section.

Online Section → AIMT library holds cost based membership of DELNET, NDL and EBSCO HOST. The e-books (general or reference) can be accessed through Open Access system.

2. LIBRARY ORGANIZATION

Library of AIMT is organized as follows:-

Assistant Librarian – 02 (one functions as library in-charge)
Library attendants – 02

The library management committee will be responsible for the continuous improvement of the library. They will be responsible for the recommendation of new journals, magazines and books. The suggestions are taken from the faculty based on their subject requirements, which are further recommended by the library committee. These suggestions are then forwarded to Registrar. Based on his comments the book requests are approved finally by the Director of AIMT.

Library committee includes

- a. Chair person – one nominated senior faculty
- b. Members – one faculty member from each area of study (HR, Marketing, Finance, IT, IB)

Library in-charge

2 nominated students from each from Senior and Junior batch

3. STAFF RESPONSIBILITY

LIBRARY IN-CHARGE

1. Identify new catalogue and sharing with all faculty members.
2. Aim to incorporate hi-tech advanced techniques in library functions.
3. Forming rules and regulations of library for staff and faculty.
4. Maintaining record of all library books, magazines, News papers, project report etc.
5. Handling library complaints and suggestions.

6. Invite reputed publishers & book suppliers to display their collection/ new arrival one in six months so that new edition of existing (in stock) books and newly published books may be procured for the AIMT library on the recommendation of faculty and students.
7. Ultimate aim is to provide each and every user the best services which may impart to their knowledge development.

ASSISTANT LIBRARIAN

1. Inward entry of list of journals and periodical.
2. Preparing the list pending periodicals.
3. Keeping track of fine related issues.
4. Updation of notice board display with thought of the day, conference brochures and seminars of other institutions.
5. Organizing meeting of library committee on 1st Saturday of every month.
6. Supervision of library activities.

LIBRARY ATTENDANT

1. Keeping and maintaining records in circulation section.
2. Repairing, pasting spine labels, barcode taping and stamping of new books.
3. Archiving of old periodicals.
4. Keep record of check-in and check-out of users.
5. Maintaining clean and peaceful library environment.
6. Extending support in library work wherever necessary.

LIBRARY COMMITTEE CHAIRMAN

1. Timely conducting of library committee meeting.
2. Provide suggestion for growth and improvement of library resources and working.
3. Maintaining record of monthly meetings.
4. Oversee recommendations for new book or magazine procurement.
5. After making assessment of the infrastructure / facilities related requirements, put up the recommendation for purchasing necessary resources of the library.

4. RESPONSIBILITY OF USERS

- a. Readers shall maintain perfect order & silence in the library.
- b. Eatables are not allowed inside library premises.
- c. Bags are not allowed to be taken by readers inside the library.
- d. Spitting, Smoking or doing anything which may be against the ethics and environment of the library, are strictly prohibited.
- e. Members are requested to check the books thoroughly before getting them issued and must be obtained initials of the issue counter assistant for any mutilation or markings, otherwise the member shall be responsible for mutilation & marking discovered afterwards.

- f. If books issued to a member are found mutilated at the time of return he/ she shall have to replace the book same or pay the price there of besides the penalty imposed upon him/her by the library In-Charge.
- g. The janitor at the gate of the library is authorized to search any person or a reader.
- h. The library rules may be altered or amended or new rules may be added to the existing ones by the librarian from time to time. These rules or any alternating or amendments to them shall be effective and binding on all concerned. A copy of these rules will be made available when asked for, or displayed in the circular file kept in the library.
- i. Any infringement of the library rules will render a members privilege of admission to and borrowing books form the library liable to cancellation.
- j. When the students have any complaint about the services provided by the library they should not enter into argument with the library staff, instead, they are advised to bring it to the notice of the library In-charge.
- k. In all other matters, the decision of the registrar will be final.

RULES FOR ADMISSION OF BOOKS

- a. All persons with institute's identity card shall be allowed admission to the library and that library in-charge may, at his discretion refuse, admission if he/she considers a person either shabbily dressed or undesirable.
- b. The decision of library in-charge or the senior most staff member of the library in the absence of library in-charge shall be final. However this will be reported to the registrar on clearance.
- c. Every person who enters the library shall sign the register kept at gate in token of his acceptance to adhere to the rules of the library.
- d. The readers shall maintain decorum in the library. Library in-charge has a right to expel any person who breaks this decorum.

5. PROCEDURE FOR BOOKS ISSUE & RETURN

Student's users :- Book bank consisting of a book for each subject suggested by the faculty. The collection of book bank needs to be revised once in three years. Additional 4 books shall be issued to users for a period of 15 days.

Faculty users :-Maximum of three books per subject will be issued to faculty for a semester.

Non teaching staff:- Two books at a time for a period of one month.

1. If the books are not returned on or before the due dates, a fine of Rs2/per day will be charged and are collected at the end of second or fourth semester.
2. In case any book is lost or damaged by the member, the member shall replace the book or shall pay the cost of replacement at the current rate of the book.
3. If a member does not pay the library dues or any books remain pending on his/her account for a period of one month, then the privilege of borrowing books may be suspended till he / she deposits the requisite amount / returns the books.

4. Reference books, consultancy books, rare books, journals & books of fine arts will not be issued generally except with the written permission of the Director / Librarian.

RULES FOR BULK PHOTOCOPY

1. Any bulk photocopy to be given to the students by the faculty may be given to the library in-charge in advance through a request slip.
2. The number of copies and the date on which it is required needs to be mentioned.
3. A student representative will collect the same and will distribute it among the students.
4. This is designed to reduce the unwanted rush in the library.

OLD BOOKS ELIMINATION

1. Identify books which are considered out of date / said to contain non useable old material with the help of the “elimination committee” constituted for the purpose.
2. Elimination committee consists of chairperson for each subject.
3. Such identified copies of old books may be kept separately in the library in the old books for reference.

LIBRARY TIMINGS

The library Timings will be as under:-

Week days : - 9.00 AM to 9.00 PM
Lunch Break : - 1.30 PM to 2.30 PM (Open)
Evening Break : - 5.00 PM to 5.30 PM (Closed)
Saturdays : - 2nd & 4th Saturday (Closed)
Sundays / Holidays :- Closed (May be kept open during exam period depending on request from students approved by registrar)