



LAKSH

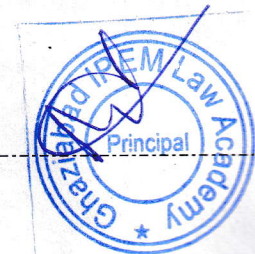
Estd. 1996  
*ipem*  
Group of Institutions

Celebrating  
**25** years  
1990-2015

# INSTITUTE OF PROFESSIONAL EXCELLENCE & MANAGEMENT GHAZIABAD

## LIBRARY POLICY

0		issued for implementation			
Rev.	Date	Description	Prepared by	Checked by	Approved by
			Standard Number		Rev.
			Ms. Shikha Mittal Mr. Ranjeet Dhir	Dr. Nishi Sharma	0
Institute of Professional Excellence & Management		Library Policy	Sheet 1 of 7		

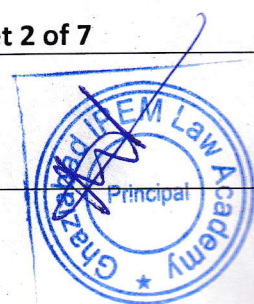




CONTENTS

1. OBJECTIVES
2. SCOPE AND FACILITIES
3. ELIGIBILITY
4. RULES OF LIBRARY
5. GENERAL RULES
6. CLEARANCE FROM LIBRARY
7. APPROVAL

Institute of Professional Excellence & Management	Library Policy	Standard Number	Rev.
			0





## 1. OBJECTIVES

IPEM Library is committed to provide a wide range of information services for all students of various courses as well as faculty and staff of the institute .The library maintains high professional standards with the following broad objectives:

- 1.1.1. To build a state of the art knowledge resource centre for management and IT subjects.
- 1.1.2. To build appropriate knowledge resource to facilitate research and industry projects by faculty and students.
- 1.1.3. To provide on line data base and resources for faculty, students and staff.

## 2. SCOPE AND FACILITIES

The following facilities are provided by the library:

- Computerized library with text and reference books on different subjects of management and Information Technology
- International and National Journals
- Magazines and News papers
- Book Bank : Books to be issued in each semester to students on rotational basis
- Circulation ( Issue and return of books and journals)
- Reference Service ( Books , project reports and periodicals )
- Printer , scanner and DVD writer
- CDs and DVDs
- Air-conditioned & peaceful environment for self-study
- Internet

Institute of Professional Excellence & Management	Library Policy	Standard Number	Rev.
			0

Sheet 3 of 7





LAKSH

# ipem

Estd. 1996  
Group of Institutions



### 3. Eligibility

#### 3.1 Membership

3.1.1 All the students of IPEM shall become member of the library by filling Membership Form.

3.1.2 All faculty members and staff members shall also become library members.

### 4. Rules and Regulations

#### 4.1 Library Timings

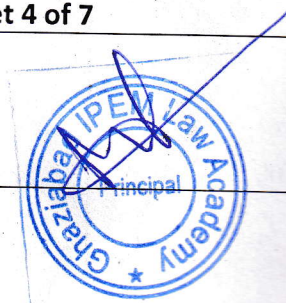
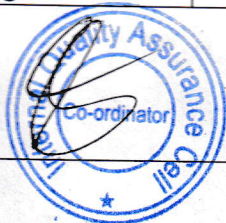
4.1.1 Library will open from 9:00 AM to 5:00 PM on all working days , Monday to Saturday.

#### 4.2 Lending Rules

4.2.1 All the students shall be issued Library cards. Books issued on presentation of library cards.

4.2.2 Each student will be issued three books at a time.

Institute of Professional Excellence & Management	Library Policy	Standard Number	Rev.
			0
		Sheet 4 of 7	





4.2.3 Books to students will be issued for a fourteen days from the date of issue. If a book is not returned within fourteen days of its issue, the borrower will be charged a fine of Rs.10/- (Rupees ten) per day. The book may be reissued to the student if it is not needed by other library members.

4.2.4 Books will be issued to faculty and staff for a maximum period of a semester. However, librarian can recall the books if these are needed by students during final examination.

4.2.5 Each student will be issued one text book recommended by concerned faculty.

4.2.6 Faculty and students may be issued old journals as per requirement of research and academics for maximum period of one week. Current issues of the periodicals / journals will not be issued to members.

## 5. General Rules

5.1.1 Students shall be responsible for any damage caused by them to the books issued or any other material belonging to library .

5.1.2 Librarian may recall a book or journal at any time if there is an urgent requirement of the same.

5.1.3 Complete silence shall be maintained in the library.

5.1.4 Bags and eatables are not allowed in the library.

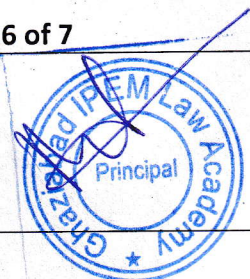
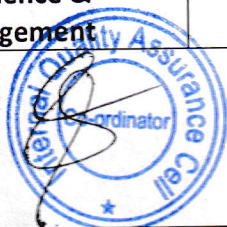
Institute of Professional Excellence & Management	Library Policy	Standard Number	Rev.
			0
		Sheet 5 of 7	





- 5.1.5 Strict disciplinary action will be taken against the students found misbehaving in the library.
- 5.1.6 Students leaving the library may check the books borrowed and to be taken out of the library
- 5.1.7 New arrivals of books shall be displayed in the library . These will be available for borrowing subsequently.
- 5.1.8 The librarian can refuse to issue books to those possessing overdue books.
- 5.1.9 If a book issued to member is lost , a penalty will be imposed to pay an amount double the cost of the book.
- 5.1.10 Books removed by the students should be kept on the table after reference. The same need not be kept in book self by the reader.
- 5.1.11 The news papers should be folded properly after reading and be kept back on the designated place after reading.
- 5.1.12 No visitor or guest shall be permitted to use the library without prior permission of the librarian .
- 5.1.13 Use of mobile phone, accessing personal e-mails, Face Book , Chatting , photography of library , etc, are not allowed in the library .

Institute of Professional Excellence & Management	Library Policy	Standard Number	Rev.
			0
		Sheet 6 of 7	





## 6. Clearance from Library

- 5.1.1** All the students will be required to take clearance from the library before release of the security amount by the institution.
- 5.1.2** The employees leaving the institute must obtain clearance for the library before their full and final settlement by the institution.

## 6. Approval

- 6.1.1** This library policy is approved by the Director of the institute who is a competent authority. This policy can be amended from time to time as per requirement by the approval of competent authority.

Institute of Professional Excellence & Management	Library Policy	Standard Number	Rev.
			0
		Sheet 7 of 7	

