



## *LIBRARY POLICIES AND PROCEDURES MANUAL*



BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY, BIMTECH  
PLOT NO – 5, KNOWLEDGE PARK II, GREATER NOIDA,  
UTTAR PRADESH - 201306

# **Policy of BIMTECH Knowledge Centre, Library**

## **1. PREAMBLE**

Knowledge Centre, BIMTECH is an essential component of BIMTECH's research and education mission. The combination of carefully selected traditional and digital resources via browsing interface and supported by exceptionally fast response service, provides BIMTECH community with a library that is worthy of a leading centre of learning. The professional library management, commitment of talented library staff and the support of top management makes the library a most lively place in the campus providing a friendly environment that enables learning and advancement of knowledge, extends research and publication assistance and facilitates, students and research scholars.

This document touches upon all important functional modules of the library and delineates a clear policy as to how the activities of the library like collection development, provision of information services, and management of other academic support facilities.

## **2. PURPOSE**

The Library is meant to help the academic community to keep abreast with the latest development in their area of activities and to provide information support for research and consultancy. At the same time for students, the library is a source to get information support for their course curriculum as well as for their self-development.

## **3. BIMTECH VISION, MISSION, VALUES**

### **BIMTECH VISION**

To be known for developing ethical global leaders and entrepreneurs striving for sustainability and inclusive growth.

## **BIMTECH MISSION**

M1. To be preferred choice for students, faculty and recruiters.

M2. To create and disseminate knowledge in global context.

M3. To imbibe entrepreneurial culture through curriculum, pedagogy, research and mentoring.

M4. To equip students for global business leadership. M5. To develop faculty as global thought leaders.

M6 To ingrain ethics, sustainability and inclusive growth in all its activities

## **BIMTECH VALUES**

- Ethics and integrity
- Sustainability and Transparency
- Innovativeness and Entrepreneurship

## **4. GOALS OF THE KNOWLEDGE CENTRE**

The goal of the Knowledge Centre is to provide students, faculty, research associates, staff and visitors with up-to-date facilities in all the services offered by it. This would help the end users to gain and disseminate knowledge. (M2)

## **5. OBJECTIVES OF THE KNOWLEDGE CENTRE**

- a) To provide the widest services physically and online to all users such as students, faculty, research associates, staff and visitors. (M1, M2)
- b) To ensure that the collection of books, journals, magazines, electronic resources up-to-date and in perfect working order. (M2, M4)
- c) To ensure library services on par with the best practices in top rate management institute's libraries. (M2, M5)

d) To ensure the most conducive atmosphere in the library premises. (M1, M4)

## **6. MAPPING WITH MISSION**

1. To develop collection of materials in physical and e format that support, enrich and satisfy the requirements of the curricula and research needs of the Institute. (M2, M4)

2. To encourage use of the library and its facilities by the students research scholars,  
faculty and others. (M2, M4)

3. To anticipate, aid and instruct students, faculty and staff in the use of the library and to provide bibliographic guides to the contents of the collection. (M2, M3, M4)

4. To provide reference and research services by a variety of means, including printed materials and electronic resources to enable students to become global business leaders. (M2, M4)

5. To investigate the changing educational needs of the community and to provide access to information programmes and services compatible with global practices. (M3, M5)

6. To provide material which promotes sustainable global development (M6)

A portion of the Knowledge Centre budget is allocated to each academic area in order to provide focused input into the library's holdings. However, the final authority for selection rests with the Institute's Director, Library Convener and those who are delegated such authority.

### **Learning Resources**

A need based collection of knowledge resources is being developed in lines with the objectives and activities of the Institute in mind. Resources include books, e-

books, Periodicals & e-journals, case studies, online databases, educational CD/DVD, thesis & dissertations.

**Non-Book Materials:** Audio-visual materials, such as recordings, audio books, films, CD's, video cassettes and DVD's are considered as primary materials. When acquired for the permanent collection, selection criteria are consistent with the criteria used in selecting books.

## **7. DEFINITION**

The knowledge Centre of BIMTECH is a place where the resources (print as well as electronic) needed by students, research scholars, faculty and others are procured and maintained systematically and are offered to the users in a process bound manner.

## **8. CRITICAL SUCCESS FACTORS:**

Assessment of the academic requirements of text books, reference books (print and online) of different courses as developed by the faculty and making them available on time required.

- Keeping instep with the requirements of the trimester, making available the requisite material in a time bound manner.
- Making available the latest and trending cases as per the requirement of faculty/ research scholars to meet with the needs of the curriculum / research.
- Conducting the user orientation program with target audience to enhance the usage of resources with library (print & electronic).
- Keeping the collection updated as per the requirement.

## **9. VALIDITY, APPLICABILITY AND EXCLUSIONS:**

- a) **Validity:** This policy document is legitimate with quick impact and ordinarily up to the period finishing June 30, 2020, at which time it shall be looked into.

Therefore, this report will be looked into with a 3 year periodicity. Be that as it may, if there should arise an occurrence of any unexpected occurring then periods, it might be changed/adjusted reasonable by the Library to suit current prerequisites, after due thought and discussion with the Dean Academics.

### **b) Applicability**

Institute Knowledge Centre policy applies to all users as under:

- Students
- Alumni
- Faculty
- Visiting Faculty
- Research Scholars
- Research Associates
- Staff of the Institute

Certain guidelines have been framed to use the services of knowledge centre. All the users must comply with the guidelines. Violation of any guideline may result in disciplinary action.

### **c) EXCLUSIONS**

External users are permitted to use the facilities of knowledge centre as specific permission from Director/ Dy. Director office.

## **10. POLICIES AND PROCEDURES**

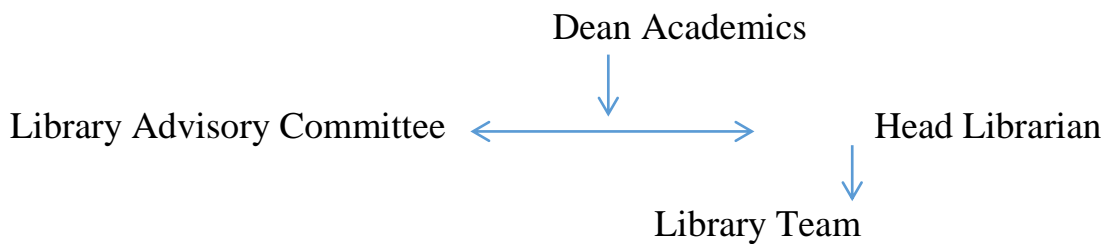
### **a) Governance:**

The Department headed by Head Librarian reports to the Dean Academics.

The Library has Head Librarian as a head and a Library Advisory Committee to aid in the establishment of a bridge between the library and the academic fraternity. The Library Advisory Committee consists of a Convener, Member:

one faculty each from all the academic departments and Senior Librarian as the Secretary.

A team of 7 members work under Head Librarian to carry out all the activities of the Library.



### **Library Team**

#### b) Job Description of Head Librarian

To manage a library, this includes assigning the staff for their duties and responsibilities, maintaining the books that are the main source of information and expanding the database regularly as per the demand of the readers. Moreover, a librarian performs other duties such as looking after the computer system and maintaining database about the number of books

at present. Responsible for Human resource management, smooth functioning of library, proper utilization of library budget, implementation of new trends and practice to fulfill the overall development of the parent organization.

### **Major Responsibilities**

- Instructional, consultative and research assistance to library users;
- Assists patrons on the selection, acquisition, organization, managing and facilitating access to information resources; Management of library collections, information systems and service programs within the limits of the funding allocated to the Library;

- Providing reference and consulting to students, faculty, Research Scholars and other user of library.
- Developing and maintaining the Libraries' collections and information systems:
- Managing human and financial resources and contributing to library administration; Assists in directing, supervising staff and services in a unit;
- Answers reference questions in person or by telephone and conduct the needed research involved.
- Reads and evaluates reviews and recommends selection; continually reviews collection for the purpose of removing old or infrequently used materials.
- Responds to complaints and reports on the resolution or no resolution of the problem.
- To conduct user orientation programme.

## **11. STRATEGY FOR ACHIEVING INCLUSIVENESS AND MAINTAINING QUALITY STANDARDS**

- a) Regular updation of resources.
- b) Regular user orientation program in the campus.
- c) Use of latest IT tools and applications

## **12. REVIEW AND REVISION:**

The policy document would be revised at the end of each academic year by the Advisory Committee for Knowledge Centre and necessary amendments would be made if found necessary.



### **13. IMPACT, METRICS AND IMPROVEMENT:**

The impact of Knowledge Centre's effectiveness shall be gauged by the following measures:

#### **a) Primary Direct Quantitative Indicators:**

- Measure footfalls in the library.
- Scrutinize the data with regarding to circulation of books, journals and magazines.
- For online resources scrutinize the usage report forwarded by the service providers.

#### **b) Indirect Indicators:**

- Taking feedback from the end users of library services.
- Informal feedback received from victors and expertise who visit the Knowledge Centre from time to time.

### **14. APPENDICES:**

Appendix 1: Detailed rules of library

Appendix 2: Library Services

Appendix 3: Purchasing Policies

## **Appendix 1**

### **DETAILED RULES OF LIBRARY**

#### **General Rules & Regulations of Library**

1. Timings: As per the timings specified by the Institute from time to time.
2. Eligibility: BIMTECH library is primarily meant for the faculty, full time students of all the courses, administrative staff, visiting faculty and research scholars. Non BIMTECHians can be permitted to consult library for reading purpose only with the permission of the Director.
3. Library Membership Procedure: Each member will be issued one library ticket. For collect library membership card, students have to submit two passport size photographs at the library security check counter.

#### **4. Circulation Rules:**

Borrowing facility is given only to the members of the library. Circulation will be done only through the circulation counter, after the member produces his/her Identity Card to the person at the counter.

- Students will not be allowed to take the newspapers outside the library.
- Students can get photocopies of the required article from the reprography centre.
- The duration of borrowing for members will be as follows:-

Patron category	Item type	Current checkouts allowed	Loan period in days	Fine amount per day
Faculty	Books	20	90	0.00
Research Associates, PhD. Scholars	Books	8	30	5.00
Staff	Books	4	30	0.00
Student	Books	4	10	5.00

- New arrivals of books will be listed on the notice board and will be displayed in a separate shelf meant for new arrivals. These will be available for borrowing subsequently.
- For re-issuing, it is necessary to present the book at the counter. Re-issue is not automatic. If there is a demand for the book, the request for re-issue may be turned down by the librarian.
- During the examinations, books and publications issued for a period of ten days will not be re-issued even if there is no demand for the said books.
- If a book is not returned in the stipulated time the member will be charged a penalty of Rs. 5 per day per volume. In case of reference book, the penalty will be Rs. 5 per hour per volume. The penalty for not returning the project report next day will invite a fine of Rs. 25/- per day. The fine should be paid at the library counter and a valid receipt should be obtained by the student.
- If a member loses a book against his/her ticket, the penalty will be as follows: He/she will have to replace the lost book. In addition, he/she will have to pay a fine of 25% of the book value. If the relevant book is not

easily available in the market, then the loser would pay double the current cost of the book.

- Borrower shall be responsible for safe return of the books to the library. Borrowers must satisfy themselves about the physical condition of the books before borrowing, otherwise they shall be held responsible for the damage noticed at the time of returning.

5. Stealing or damaging the property of library or misbehaviour with library staff shall be considered an act of indiscipline, which will call for strict disciplinary action.

6. Visitors are not permitted in the library without the permission of the librarian.

7. Personal books and magazines, files, boxes and such other items are prohibited inside the library and the same are to be kept at the property counter.

8. All students are advised to get their material possessions checked by the person sitting at the entry gate.

9. Eatables, drinks and mobile phones are strictly prohibited inside the library.

## **Appendix 2**

### **LIBRARY SERVICES**

#### **Cataloguing Department**

The mission of the Knowledge Centre, BIMTECH's Cataloging Department is to provide current, complete and accurate information regarding materials which are either in the library's collection or are accessible to library users through the online catalog. In order to support the mission, the department strives on:

- Catalogue newly acquired materials quickly, efficiently, and accurately
- Re-catalogue retrospective materials to improve or provide access
- Physically process the materials quickly and accurately

Through these and other activities, the cataloging department organizes all materials to facilitate searching and retrieval of materials. Therefore, the policies of the cataloging department are designed to create, prepare, and maintain the records, which reveal the holdings of the library.

#### **Policies of Cataloguing Department**

- Special arrangements are made to catalog library materials (book or non-book).
- When a book is pulled for correction and/or repair, all necessary work should be done as soon as possible.
- Any and all suggestions given by patrons and staff members to improve the efficiency of technical services will be taken into consideration.

- As a rule, the library does not catalog donated books whose publication dates are beyond ten (10) years unless there is a specific reason to retain it.

## **Circulation Department**

Circulation Department handles the Front Desk operations of the library and is a crucial organ because it is the first contact point for faculty and users to the library. Efficient functioning of Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major activities of the section are:

### **Issue/returns**

- Attending the users query for effective interpretation of library rules and regulations
- Registration of new members
- Inter Library Loan
- Operation of “Circulation Module” of Library Management Software KOHA. Maintenance and updation of all data related to users at circulation desk in KOHA software
- Sending Reminders to overdue documents users
- Display of books during Seminars/Workshops
- Library Orientations/Information Literacy programme
- Assisting the users for accessing OPAC and Reference
- Current Awareness Service
- Document Delivery service

### **Issue/Return Procedure**

Issue/Return of library materials is the routine operation of any library. Proper sequence of the activities to be followed for issue and return of the library books is defined as follows:

#### **While issuing books**

- Quickly glance the book for any damage

- Ensure that the user sign on the Book card
- Enter details into Issue Database

### **While receiving the books**

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in Koha
- Send them to stacks for shelving

### **Documents that can and cannot be borrowed**

#### **Books that can be borrowed**

- Books from the general shelf can be borrowed.
- Reserve Shelf Books can be borrowed only for a day
- CD ROMS, DVDs and audio video cassettes can be borrowed for a period of two days.

#### **Books that cannot be borrowed**

Periodicals Bound Volumes, Loose issues of Periodicals and the latest available issues of the magazines are to be referred within library premises and are not available for issuing out.

### **Web- OPAC**

Web OPAC (Search Library Catalogue): The entire Library collection including books, Periodicals, etc. can be searched through the web enabled Online Public Access Catalogue (OPAC). Users can access the OPAC to find out the real-time availability of library materials from their own computer terminals. Faculty and students can reserve items, which are on loan.

### **Library Timings**

Library remains open on all seven days except National Holidays throughout the year. During preparation and examination period, Library services are extended upto 11:00 p.m.

<b>Days</b>	<b>Timings</b>
Monday- Friday	9:00 AM – 09:00 PM
Saturday and Sunday	9:00 AM – 6:00 PM

## **Physical Ambiences**

### **Cleanliness**

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to monitor the cleanliness and hygiene of the library premises like regular sweeping, cleaning and mopping of all floors, and washrooms.

### **Electricity, Water and Ventilation**

Library ensures that these essential things are working at all times and users are not being put to any inconvenience.

### **Floor Plan**

The Library is spread in two floors and is centrally air-conditioned. The floor-wise distribution of services and resources of the Library is given below:

#### **Ground Floor:**

- Stack area for books on economics, finance, statistics, marketing, management and math.



- Journals Section: The ground floor of the also comprises the current and back volumes of journals.
- Reading area.
- Acquisition and processing section.
- Circulation section (issue/return, library membership)
- Book Bank

### **First Floor:**

- Computer section
- Stack area for books on philosophy, psychology, library science and biographies. Reports, theses and special collection of Hindi and Harvard books are also shelved on the first floor.
- Reading area.
- Librarian's chamber

### **Managing the Performance of Library Team**

BIMTECH Library is managed by a professionally qualified and competent team headed by the librarian Dr. Rishi Tiwari. It is suggested that the performance of the team can be optimized by taking the following measures

#### **Clearly defined Job Descriptions at all levels**

Each member of the library team shall have a clearly defined, unambiguous job description that facilitates and gels with the library and then Institute's Mission and Vision Statements.

#### **Quarterly Work Plan and Predefined, agreed Targets for achievement**

Each section in the library shall have a quarterly work plan. Here, the works to be carried in the next quarter and the predetermined, agreed targets for achievements will be decided. There will be a review process after every quarterly for assessment.

## **General Conduct**

Every member of library team shall exhibit the highest level of professional conduct in discharging their duties. Staffs are expected to be in their sections unless otherwise their work takes them away from the desk. Providing polite and efficient service shall be the motto of the library.

## **Department Performance Audit by yearly user feedback surveys**

Library will initiate an annual department performance audit wherein the performance of each section of library will be evaluated based on the feedback surveys, user satisfaction surveys. This feedback and evaluation will certainly help library to overcome any lacunae in the facilities and services being provided.

## **Bimonthly Reports about Library Functioning**

Library shall compile, analyze and submit a performance report every two months. In this, the performance and productivity of each section of the library shall be reported with descriptions as to how many targets were achieved, difficulties faced and how they were overcome.

## **Appendix 3**

### **PURCHASING POLICIES**

#### **Library Advisory Committee (LAC)**

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Committee is to act as a channel of communication and dialogue between the library and its users. The Committee's main objective is to aid in the establishment a bridge between the library and the academic fraternity and the institute management. The Library Advisory Committee (LAC) is appointed by the Director of the Institution.

#### **Structure**

The suggested structure of the Committee is as follows:

- Chairperson: Director/or any person nominated by the Director will be the chairperson
- Members: One faculty each from all the academic departments (Librarian to propose panel names)
- Secretary: Librarian shall be the Secretary of LAC
- All officers of the Library shall participate in the meeting to provide required inputs

#### **Meeting Frequency:**

The LAC would meet at least once in every quarter to review library affairs.

#### **Tenure:**

The committee shall be reconstituted once in two years. Director can recommend a replacement for a member who withdraws from the LAC. No member shall

serve the Committee for more than two consecutive terms. For the sake of continuation one third of members from previous committee need to continue.

**Meeting Minutes:** Minutes of the meeting shall be recorded and circulated to all members for consideration. In the next meeting, the minutes shall be confirmed by the members.

### **Terms of Reference for LAC**

- To provide general direction to the Library
- To review the functioning of the library with regards to its support to the academic programmes of the institute.
- To advise the management on matters of policy relating to development of library.
- To outline the library collection development policy as and when required, for its implementation.
- To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- To suggest ways and means to generate revenue from library resources.
- To formulate action plan for the development of library infrastructure, facilities, products and services.
- Evaluate the suggestions made by the library users.
- To formulate the policy for library use and procedure to be framed.
- To assist library in providing need based information services.
- To review the requirements of the new programmes being introduced and advise library about financial assistance.
- Evaluating the books procurement department wise and allocation of budget accordingly.
- Any other function as assigned by Director.

## **General Collection Development**

The Acquisition Department has not only the primary responsibility for collection development but also encourages the faculty in each department served to select materials to build the collection.

Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. All learning resource (book, journal or an online database) that gets added goes through a rigorous selection process. Since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

### **The guidelines for materials selection for the Library are as follows:**

- Faculty recommendations
- Reviews of professional literature
- Price and date of publication
- Relation to current trends
- Appointing a panel of vendors/suppliers based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc.
- Updating vendor/supplier panel from time to time based on their performance is a continuous activity and this should be done by ordering books to test vendors.
- A panel should have at least 5 vendors/suppliers
- There are also cases where the documents/books can be obtained only from specific sources, standard agencies – which are not on the panel.

The Library will select materials based upon researching the appropriate professional literature, which consists primarily of:

- Publishers' leaflets, catalogs, brochures

- Periodicals literature within various curricular areas
- Standard reviewing sources
- Foreign Exchange rates to be charged according to Good Offices Committee Report Rates (GOC) Knowledge Centre, BIMTECH upholds the principle of free speech and does not discriminate against material on the grounds of race, religion, sex, political controversy or social acceptability.

The Knowledge Centre, BIMTECH gives rights within a limit to all its users of library to purchase books directly from market and can submit the bill along with the book in the library for reimbursement.

\* Purchase limits are as follows: Rs. 1000.00 for Scholars, Students, and Staff; Rs. 2000.00 for Faculty Members; and Rs. 2000.00 above, with Director consent needed.

### **Gifts:**

The Library accepts gifts with the understanding that they will not necessarily be added to the Library's collection and unless the material meets the criterion for selection follow the same procedures as in the selection of new materials.

### **Duplication:**

Although duplication of titles is not generally encouraged, multiple copies up to a maximum of four copies will be classified with the approval of the Librarian.

### **Criteria for Material Selection**

The following criteria has been adopted by the Library for materials selection:

- Materials shall meet high standards of quality in factual content, timelessness and presentation.
- Materials shall be appropriate for the subject area and for the emotional development, ability level, and social development of the students for whom the materials are selected.

- Materials that are recommended by faculty members to support specific course work. \*(Approx. Rs. 1000.00)
- Materials are selected by using selection tools, recommendations from administrators, faculty, staff and students.

\* Rs. 1000.00 for Scholars, Students, and Staff; Rs. 2000.00 for Faculty Members; and Rs. 2000.00 above, with Director consent needed.

### **Collection Maintenance**

Weeding: The same criteria will apply to weeding as are applied to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal:

- Superseded editions
- Worn, mutilated, and/or badly marked items
- Duplicates of seldom used titles
- Outdated and/or inaccurate information

### **Replacement:**

The Library will not automatically replace all materials with-drawn from the collection because of loss, damage, or wear. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and the availability of newer and better materials on the subject.

### **Subscriptions of Periodicals**

The process for subscription of periodical is same as the purchase of books. The Periodicals are subscribed according to the inputs given by the competent authorities.

Procedure for preparing a panel of vendors: Library should have a panel of vendors for different kinds of documents with following criteria:

**Performance:** Response to the correspondence, speed of supply, adherence to the terms and conditions

- Experience by the peers
- Publishers that a vendor supports
- Updating panel from time to time based on the performance of the vendor is a continuous activity and this should be done by ordering books to test vendors.

Based on the performance, the panel should have least number of vendors

**Terms and conditions:**

- Supply of periodicals at current catalogue prices.
- Sign an Agreement with the vendors in case of Foreign Periodicals
- Proof of GOC exchange rates having prices in foreign currencies as on the date/month of invoice for the
- remittance journal subscriptions
- Wherever advance payment is required, the same may be made and a record thereof should be maintained
- Certificates on bills: prices have been correctly charged in accordance with the publisher's latest catalogue.
- Library should not subscribe Periodicals against 'personal subscriptions'. However, Periodicals received against institutional membership are acceptable.

**Periodical subscription payments:** The payment towards the periodical subscriptions could be made (a) directly to the publisher or (b) through the subscription agent(s)/ vendor(s).

**Missing issues:** Replace original missing issues or publishers certified and reproduced copy or extend the subscription period equivalent to corresponding period or refund either in the form of credit note or Demand Draft or Cheque.



**Claims:** Missing issues/delayed supply of the periodical issues can be claimed on quarterly basis.

**Online access:** Negotiate with the publishers/vendors and arrive at win-win situation regarding electronic version of the print subscriptions and get access to such materials.

**Trial Access:** Many a times publishers propose for trial access to their respective Periodicals collections which can be made accessible through the Institute's IP numbers to supplement the existing Periodicals collection whenever possible.

### **Ordering of Periodicals**

- Compile priority list with the approval of library committee and the Director
- Adhere to the Terms and Conditions of the Library
- Budget estimate based on the costs, currency conversion
- Place orders from available options as indicated in terms and conditions
- Payment against the original and proper invoice/bill/renewal notice etc.

### **Exchange Periodicals**

- The documents relevant to the scope of the Institute's study and research areas be added and accessioned in the collection
- Try to get the free/discounted subscription/s to the periodical/s wherever possible.
- Gratis may be accepted from the Institute's faculty, scholars, or outside institutes and organisations of similar interest.
- Avoid duplication unless essential
- Periodicals under Exchange mode are being handled by the Library.

- Claims regarding the non-receipts of Exchange Periodicals will be addressed to the Librarian, Knowledge Centre, BIMTECH, Greater Noida.
- Periodicals under 'Exchange and Free Subscription' can be treated as regular subscriptions and article entry is advised to be done in the Library Database and the completed volumes will be bound and accessioned and archived.

### **Archiving and Weeding Out of Periodicals**

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Though the library gets access to the back volumes online from the publisher's websites, etc., the print volumes of these Periodicals also be considered for archiving in less active storage area. Adequate space should be provided for archival storage to Library if not available. The following categories of materials can be considered for weeding out:

- Ephemeral material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the Periodicals may not necessarily be weeded out even the volumes are bound. They can be passed on to the Rural Campus or any institute/organization's Library to seek the prospect readers.

### **Subscription of Databases**

The databases are subscribed according to the need of the institution on the basis of the recommendations received through the Director, Library Committee and

competent authorities. While subscribing the databases there are some areas which can be negotiated:

- Large opportunities exist in this area for negotiation with the publishers/resource providers and can arrive at win-win situation.
- There exist many pricing models. The library can adopt the model depending on various factors. The library has to decide based on the estimated usage and cost to go for any of the access.
- One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, immunity, access to the walk-in-users, usage statistics, simultaneous access, etc.
- In case of termination of the agreement or on expiry of the agreement, the licensor shall provide the full-text of the e-Periodicals entered into agreement and for the period of agreement on the prevalent state of art formats i.e. DVDs, CDs, etc., with the retrieval software.
- E-books are becoming a common reality. Like Periodicals it is essential that the access to these resources be provided taking in to account current pricing models and trends in usage.

### **Department's Strategy**

The BIMTECH Library Strategic Objectives are as follows:

- 1) Enriching the resources in print and non-print form to satisfy the curriculum and research needs of users.(G1)
- 2) Developing a team of students and library staff in order to bridge the gap between library and users.(G2)
- 3) Providing current awareness services to the users to make them aware about the latest resources of the library.(G4)
- 4) Getting feedback of the users in order to meet the changing needs of the institute.(G5)