Jagannath International Management School
MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

LIBRARY MANUAL

"Libraries store the energy that fuels the imagination. They open up windows to the world and inspire us to explore and achieve, and contribute to improving our quality of life".

– Sidney Sheldo

About Library

JIMS library has been playing a fundamental role in enhancing the learning experience of its stakeholders mainly faculty, staff and students by facilitating them with all the materials and services they need to improve their knowledge. The primary aim of any library is to develop the worthiest habit of reading among the students as well as supporting their curriculum needs. The provision of services designed to meet the user information and learning needs are mainly the book bank service, lending service, digital library service, multimedia and periodical service. The role of library in research is pivotal. The library offers space for students to learn and provides excellent environment for research. Through the use of computers and e-resources students can search their sources, write their assignments and check the plagiarism percentage of their written work with much ease. Library follows the open access system, encouraging the user to browse resources freely in the reading centre.

Vision:

"To provide comprehensive resources and information services to the users to enrich their knowledge horizons"

Mission:

- ➢ Acquisition and organization of relevant information resources.
- ➢ Consolidate and disseminate information to the users.
- ➢ Advocate strong library ethics.
- ➢ Applying innovative tools and techniques for its continuous management and improvisation.

Library Profile:

The library proudly holds a rich collection of printed as well as electronic resources comprising of Books, Journals, Magazines, Databases, Audio-Visual materials, student centric material and an excellent collection of e-journals related to various domains. All the in-house operations in the library are fully computerized using popular software 'Libsys' that provides access to the online catalogue of Library. The E-library resources are accessible across the campus network on a 24x7 basis. Users can access full text resources from their own computer terminals.

Library Committee:

S.No.	Name	Designation
1.	Dr. Prashant Kumar	HOD (B.Com (H))
2.	Dr. Ruchi Shrivastava	HOD (BBA)
3.	Dr. Niti Saxena	Associate Professor
4.	Ms. Shalini Negi	Librarian
5.	Ms. Neelam Vishwakarma	Librarian
6.	Ajuni Shah	Student BBA
8.	Manasvi Bansal	Student BBA
9.	Namita Shewara	Student (B.Com Honors)
10.	Janvi Adlakha	Student (B.Com Honors)
11.	Jayati Suji	Student (B.Com Honors)

Working hours of library and reading room:
Library and reading room timings are as per the institute's timings.

- ➢ **Library Timings:** 9.00 A.M. - 6.00 P.M. (Monday to Saturday).
- ➢ **Circulation Timings:** 9.30 A.M. - 5.30 P.M (Monday to Saturday).

Library Resources and Facilities

Books and Magazines:
JIMS Library has a rich collection of around 19,000 books, both Indian and foreign authors, on all the domains of Management and Commerce i.e. Marketing, Finance, Human Resource Management, International Business, Information Technology, Operations Management, etc. Further arrangement of books is also done subject wise like Sales Management, Retail Marketing, Digital marketing, Consumer Behaviour with reference to marketing specialization. Similarly in other domains classification based on specialization arrangement facilitates the access of books without any delay.

Research Journals:

The library has huge collection of Journals to support services for field/ research work. Currently it has subscription of about 146 National and International Research Journals in print. To mention a few:

International Journals

Harvard Business Review Group -Harvard Business Review is the leading destination for smart management thinking. Through its flagship magazine, books, and digital content and tools published on HBR.org, Harvard Business Review aims to provide professionals around the world with rigorous insights and best practices to help lead themselves and their organizations more effectively and to make a positive impact.

South Asia Research-South Asia Research is a peer-reviewed international, multidisciplinary forum which covers the history, politics, law, economics, sociology, visual culture, languages and literature of the countries in South Asia. This journal is a member of the Committee on Publication Ethics (COPE).

South Asia Economic Journal-*South Asia Economic Journal*, as a refereed journal carries articles by scholars, economic commentators, policy-makers and officials, from both the private and public sectors. It aims to create a vibrant research space to explore the multidimensional economic issues of concern to scholars working on South Asia.

The Journal of Entrepreneurship is a multidisciplinary forum for the publication of articles and research and discussion of issues that bear upon and enfold the field of entrepreneurship. Topics appropriate and related to entrepreneurship include intrapreneurship, managership, organisational behaviour, leadership, motivation, training and ethical/ moral notions guiding entrepreneurial behaviour. This journal is a member of the Committee on Publication Ethics (COPE)

ASIAN JOURNAL OF MANAGEMENT CASES-Asian Journal of Management Cases is a peer-reviewed journal that aims at providing high-quality teaching material to academics, consultants, and management developers, through cases on management practices in the socioeconomic context of developing Asian countries.

National Journals:

IIMB Management Review (IMR) is a quarterly journal brought out by the Indian Institute of Management Bangalore. Addressed to management practitioners, researchers and academics, IMR aims to engage rigorously with practices, concepts and ideas in the field of

Management, with an emphasis on providing managerial insights, in a format that is accessible to a wide audience.

VIKALPA-*The Journal for Decision Makers* is a journal of the Indian Institute of Management Ahmadabad. This is a peer-reviewed journal and is published quarterly. This journal is a member of the Committee on Publication Ethics (COPE)

The South Asian Journal of Management (SAJM) is a scholarly academic journal, published quarterly, by the Association of Management Development Institutions in South Asia (AMDISA). AMDISA is an international not for profit association and a "Recognised Body" of the South Asian Association for Regional Co-operation (SAARC) - the inter-governmental agency.

Online Journals and E-books

While technology has drastically altered most industries in recent years, one of the biggest impacts has been in the education sector. From online courses to automating feedback and scoring, opportunities to learn are now more accessible than ever for more people across the globe. In the contemporary dynamic environment, we at JIMS Kalkaji provide all possible facilities in form of online Journals and E-books, to the students and faculties to keep them abreast. The library has 221 online journals and around 7343 E-Books.

Availability of Online Databases:

Education and E-Library as a Knowledge Hub

"One cannot debate the fact that a visit to the library is on a decline. Libraries are undergoing transformation and are now a hybrid of traditional print library resources and the growing number of electronic resources."
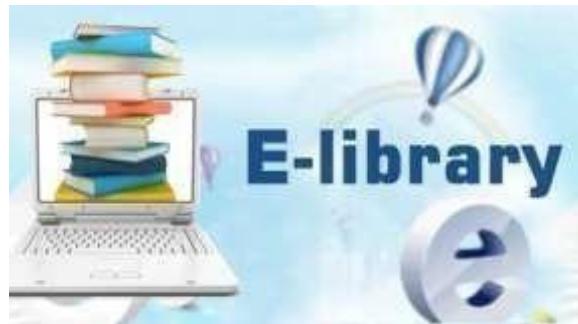
E-library is electronic information, It maintains a database as the collection of e-materials and provides services in digital form. A set of documents available through electronic means by the use of digital technologies that allow for the retrieval, archiving, preservation, and dissemination of those documents.JIMS, Kalkaji e-library is portal for easy access of learning materials 24x7 from anywhere.

Our e-Library collection has all ranges of information materials, that can be kept in the library for the purpose of meeting the overall objectives of the library, eg- e-Journals, e- Books, Annual Reports, Question paper bank, e-Magazines, e-newspapers, e-databases and other useful links.

Membership of online Platforms:

J-Gate: J-Gate is an electronic gateway to global e-journal literature. Launched in 2001 by Informatics India Limited, J-Gate provides seamless access to millions of journal articles available online offered by 12,877 Publishers. It presently has a massive database of journal literature, indexed from 59,637 e-journals with links to full text at publisher sites. J-Gate also plans to support online subscription to journals, electronic document delivery, archiving and other related services.

E-Research Platform: E-research is a unique & comprehensive research platform that is designed especially for B-Schools students. E-research will help students to be industry ready and help them for their research and project works. Students have opportunity to correlate theory with live markets and economic situation. E-research is one of the very few research platforms which covers all major financial markets and over 25 global indices with live updates 24x7.

NDLI-National Digital Library of India: National Digital Library of India (NDLI) is a virtual repository of learning resources which is not just a repository with search/browse facilities but provides a host of services for the learner community. It is sponsored and mentored by Ministry of Education, Government of India, through its National Mission on Education through Information and Communication Technology (NMEICT) NDLI is designed to hold content of any language and provides interface support for 10 most widely used Indian languages. It is built to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-able learners.

Extent of Inter-library network:

DELNET- DELNET is offering inter-Library loan & Document Delivery Services to its member libraries. ILL requests can be registered online for books. For the resources not available in the union catalogues and journal articles, requests can be sent to DELNET through E-mail. DELNET has also prepared ILL Guidelines for use by the member-libraries.

NLIST -The Project entitled "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)", being jointly executed by the e-ShodhSindhu Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for i) cross-subscription to e-resources subscribed by the two Consortia, i.e. subscription to INDEST-AICTE resources for universities and e-ShodhSindhu resources for technical institutions; and ii) access to selected e-resources to colleges. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre. The authorized users from colleges can now access e-resources and download articles required by them directly from the publisher's website once they are duly authenticated as authorized users through servers deployed at the INFLIBNET Centre.

Major Statistics of Resources and Facilities

S. No	Particulars	Stock(In No.)/ Existence of facility
1.	Number of Volumes	19653
2.	Number of Titles	7155
3.	Online Databases	3
4.	Membership of online platforms	3
5.	E- Journals	251
6.	E-books	7599
7.	Print Journals	146
8.	Multimedia(CD and DVD)	1141
9.	Newspapers	12
10.	Magazines	31
11.	Seating Capacity	110
12.	Computers(Digital Library)	10
13.	Plagiarism Detector software	1
14.	Library Management Software	1
16.	Question papers of last 5 years	YES
17.	Project Reports	YES
18.	Library Networking	YES
19.	Document Scanning & Printing facility	YES
20.	Book Bank facility	YES

Other Support services provided:

❖ **SDI service (Selective Dissemination of Information):**
It is a type of current awareness service meant to keep the user abreast with the latest developments in the field of his interest. It is a personalized service meant for the stakeholders having identical information needs.

❖ **Current Awareness service (CAS)**
A current awareness service is ways of letting users know about materials that have been newly received in the resource center. Current awareness services include: current awareness bulletins sending e-newspapers etc.

❖ **OPAC (Online Public Access Catalogue) for book search**
OPAC-An Online Public Access Catalogue (OPAC) has revolutionized traditional accessibility to resources of libraries in general and academic libraries in particular. It is an interface of information retrieval system which assists information searchers to access resources of library using several access points.

❖ **Reference Service for users**
Reference service is defined simply as personal assistance provided to library users seeking information.
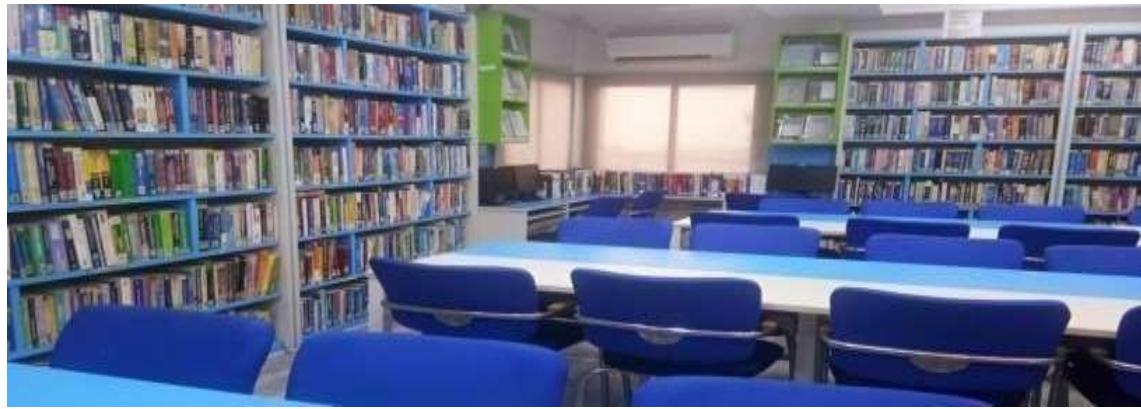
❖ **Reprography Service**
Reprography is the reproduction of graphics through mechanical or electrical means, such as photography or xerography, scanning etc.

❖ 24X 7 E-libraries for user for accessing all e-books, e-journals, Question papers, Annual reports, Semester books, e-magazines, e-newspaper, subscribed databases and other useful links are available.

Plagiarism Detector Software- Our plagiarism checker **helps you remove badly rephrased phrases by matching it in online repositories**. You can have a printed copy of the plagiarism check that you can provide as evidence that you've taken the necessary precautions for any reason you are still questioned by your tutor on certain aspects of your paper

Code of Conduct:

JIMS Library endeavours to provide a friendly space and environment for information and knowledge exchange. The Library Code of Conduct is established to ensure that this environment is maintained.

Right to Membership:

All JIMS Family Members are welcome to avail the library facility. The library is open to students, faculty and staff members of JIMS. All students of the Institute are entitled for membership of the library. Books are issued ,to the students as per the rules and regulations of the library.
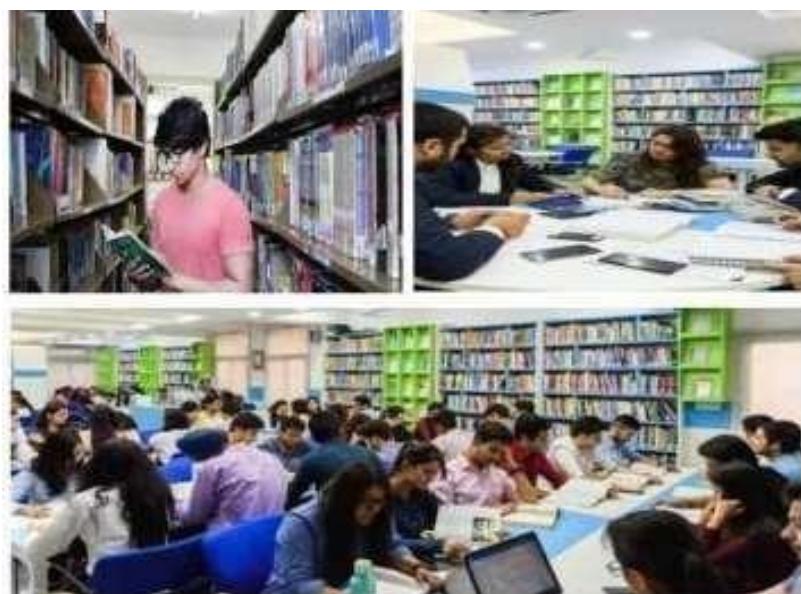
General Library Rules and Regulations:

1) The library is a 'Silence Zone'. All the users of the library have to maintain complete silence in the library. If any student is found talking/ misbehaving, he/ she will not be allowed to sit in the library.
2) A person should not write upon, damage or mark any document belonging to the library.
3) Each student should enrol his /her name, accession no. of issued/returned book in student entry register at the entrance of the library.
4) A person responsible for any damage caused by him/her to the books or any other property belonging to the library, shall be required to pay the penalty imposed upon him/her by the Librarian.
5) The Security Guard at the Library Gate will check all personal belonging including Library Books issued to the members.
6) Personal belongings will not be allowed inside the library. It shall be placed at the property counter at the entrance of the library.
7) Library does not accept any responsibility for loss or damage of personal property left at the property counter.
8) Use of Mobile Phones inside the library is strictly prohibited. If any student is found using the mobile phones, the same will be confiscated for 15 days and the student shall be asked to leave the library immediately.
9) Smoking, chewing, eating, photography etc. are strictly prohibited in the library.
10) Library should be kept neat and clean.
11) Final year students shall return the issued book/s on the last day of the examination failing which their security deposit will be forfeited.
12) Membership of a user can be suspended on account of misbehavior with the library staff or for any indecent action.
13) No other office work should be done in the library.
14) No reference book will be issued to students in any case (not even with the prior permission of the faculty).
15) All teachers and students must keep the Journals/ magazines in respective shelves after reading them.

Borrowing Rules for Students:

➢ Students can get up to three books issued for a period of one week. Thereafter Rs. 5/- per book/per day will be charged.
➢ Re-issue of a book shall be as per Library Rules.
➢ Students must ensure the condition of books at the time of issue and damaged books will have to be replaced by the borrower.
➢ In case of loss of books by the borrower, the borrower is required to replace the book with the latest edition (or pay the cost of book if the book is not currently available in the market) with fine due on that book.
➢ General books are issued or returned on all working days from 10:00 a.m.-5:00 p.m. (except Lunch break)
➢ Reference Books can be consulted within the Library Premises and are available for photocopy purpose on depositing the library card by the student at the Circulation counter.

➢ Journals/ Magazines/ Project Reports/ Newspapers can be referred within Library premises only.

Clearance Certificate:

The clearance certificate form is issued by Library after final year examination or after expiry of membership. It is the responsibility of every member to take the clearance from Library.

Channels of user feedback:

❖ Suggestion/Feedback Register is kept at the entrance of the library, where students/ Faculties can write their suggestions/feedback/ recommendations

❖ Implementation of suggestions received during University/AICTE inspections

❖ Visitors (Indian & Foreign) who visit the library can also give suggestions for improvement.

❖ Users can send their queries through **email** on the library official mail Id.

❖ Suggestion/ Feedback Register gets reviewed on a regular basis for immediate action.

❖ Dedicated Library Committee has been constituted , who review the suggestions/ recommendations during its meetings and proposes book selection, additions of journals/ magazine, maintenance related requirements etc.

Contact Us

➢ **Phone Number:011- 40619214**

➢ **E-mail Id: library.kj@jagannath.org**