



UNIVERSITY

GWALIOR • MP • INDIA

“CELEBRATING DREAMS”

POLICY ON LIBRARY

www.itmuniversity.ac.in

MESSAGE FROM VICE CHANCELLOR

Dear Students, Faculty, and Staff,

At ITM University, Gwalior, we are dedicated to fostering a culture of lifelong learning and intellectual exploration. Recognizing the library as the heart of academic inquiry, I am delighted to announce the implementation of a new Library Policy. This policy signifies our commitment to transforming the library into a dynamic hub for scholarly pursuits, catering to the evolving needs of our students and faculty.

The new Library Policy expands access to a wider range of information resources. This includes not only the continued development of our physical collection but also a significant investment in expanding our digital library resources. Students and faculty will have access to a comprehensive collection of e-books, online journals, and academic databases, ensuring they have the most up-to-date information at their fingertips. Furthermore, the policy emphasizes fostering a user-friendly and accessible library environment. This includes extended operating hours, the creation of dedicated research spaces, and the provision of comprehensive training sessions on utilizing library resources effectively.

By implementing this new Library Policy, we aim to empower our students and faculty to become more engaged and independent researchers. The expanded access to information resources, coupled with a supportive and user-centric library environment, will undoubtedly enhance the quality of scholarship at ITM University. We believe this policy positions the library as a cornerstone for academic excellence, fostering a love of learning that will benefit our students long after they graduate.

Vice Chancellor

ITM University Gwalior

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1. PREAMBLE

ITM University was established in May 2011 'Madhya Pradesh Niji Vishwavidyalaya (Sthapana Evam Sanchalan) Adhiniyam 2007'. After Complying to all the norms and formalities mentioned under the act by M.P. State Govt. Under section 2(f) of UGC Act and Notified in the M.P. Gazette, after receiving the assent of the Governor of M.P. ITM University has established itself as a high quality education provider with prime focus on holistic learning and competitive abilities amongst the students equipped with good facilities, the university promises to become one of the India's leading universities with an acknowledge reputation for excellence in research and teaching. It is imparting instructions in almost all disciplines of pure and applied science, engineering & technology, agriculture, architecture, mass communication, management, physical education, education, law, nursing, pharmacy, paramedical, humanity, computer application, GSDS, Art & design in its 7 schools. The University is recognized by the UGC and has approvals of the relevant statutory councils.

1.1 VISION

To be a leading Global Multidisciplinary University that will have transformative impact on society through excellence in teaching, research, creativity, outreach and entrepreneurship and remain firm in pursuit of students' dreams aligned with the motto of ITM University Gwalior 'Celebrating Dreams'.

1.2 MISSION

The University library strengthens and enhances the teaching, research and service of the university. The library promote intellectual growth and creativity by developing collection, facilitating access to information resources, teaching the effective use of information resources and critical evaluation skills and offering.

1.3 OBJECTIVES OF LIBRARY:

1. To develop reading habits among students and teaching faculty.
2. Provide facilities and services for teaching faculty and students to discover needed information and use them according to their needs.
3. To provide access to a wide range of academic resources including books, journals, databases and multimedia materials to support the learning, teaching and research needs of students and faculty in various disciplines.
4. To prepare and maintain collections consistent with the academic programs and research interests of the University community. Continuously evaluating and updating the collection to ensure relevance and diversity of resources.
5. Providing access to digital resources such as e-books, online journals, databases and digital archives. Providing technology infrastructure and services including computer labs, printing facilities and access to software tools. Satisfy the Information needs of the users.
6. Service with a Smile.

2. LIBRARY STRUCTURE

2.1 SALIENT FEATURES

- Wi-Fi
- LAN
- Centralized AC
- Spacious seating area
- 09 Staff Work Stations
- CCTV surveillance system
- Automated Entry & Exit

3. LIBRARY RULES AND REGULATIONS

Students and staff of ITM University are eligible to access and use the library by following library rules and regulations but to checkout library resources one will need to become a library member. Alumni Students and staff will be welcome to use the library. Visitors from different academic institution are also welcomed to use the library with prior permission from the competitive authority.

A. GENERAL RULES

1. Every Student must possess his/her University Identity Card while making use of the Library facility and produce the same to the Library Staff on entering the Library.
2. Noise, disturbance or unruly behavior is forbidden in any part of the library.
3. Use of Mobile phones in the Library is strictly prohibited.
4. Personal books, files, and articles will not allow inside the Library restricted area.
5. The students are requested to take care of their belongings. Library will not take responsibility for any kind of loss of personal belongings.
6. Loud conversation and similar objectionable practices are not allowed in or around the Library.
7. Reprographic Services (Scanning, Xerox & Printout) will be available in library.
8. Each library will put a suggestion box outside the library.

B. RULES RELATED TO READING SECTION/ REFERENCE

1. Reading section will provides only reading facilities of books, Journals, Magazines and Newspaper etc.to the users within the library.
2. Users should work quietly and be considerate to others using the Reading Room
3. Damaging book (e.g. Tearing, page missing, and loss of binding and wet Book etc.) or theft of library collections is an offence and those responsible will be prosecuted.
4. Only water bottle is allowed on the reading table.

5. The readers are liable for punishment with fine if they either misbehave or damage the books or any other property of the library.
6. Submit your Identity card is compulsory for getting books from the library stack area for reading.
7. Library books can't be borrowed on behalf of another person in any circumstances.
8. If any faculty/staff member goes on long vacation, he/she will go only after returning the issued books.

C. BOOKS –BORROWING POLICY

The below table depicts laws indicate the borrowing of books for students and faculty:

S.N	ITM University All Schools	Student						Staff			
		UG		PG		Research Scholars		Faculty		Non-Teaching	
		Limit of books	Days	Limit of books	Days	Limit of books	Days	Limit of books	Days	Limit of books	Days
1	Central Library	04	28	04	28	04	28	06	180	02	180

D. OVERDUE CHARGES

1. An overdue charge @Rs.5/- per days will be levied after the due date
2. Maximum over-due charges would be twice times the latest edition cost of issued book
3. Library will not provide any exemption on overdue charges during examinations, vacations and holidays etc. Only except in pandemics and Natural Disasters.

E. CIRCULATION RULES

1. Identity cards and library books are Nontransferable
2. Students should deposit the books back to the library if demanded by Library authority.
3. Books with same title will not be issued together.
4. Open access for all faculty and students into library.
5. Reference books, periodicals/journals, compact disk are not issued on home lending.
6. Book should be returned on or before the due date
7. If books are damaged by users, rendering it unusable, the users will be charged the full replacement price of the item.
8. All borrowed materials should be returned at the circulation desk inside the library.
9. When ITM University faculty, staff, or students need materials that are not available in the university library, the user could send a request to the librarian for their demand by emails.

10. To ensure the efficient functioning of the library, it is important to keep library materials in their proper places. Users are requested to leave all items they have removed from the shelves on the reading tables and not to replace them on the shelves.
11. Borrower should bring the books physically to the library for renewal.
12. The book will be reissued if it is not in demand. Period of extension of books will be allowed one time only.
13. All users before the end term exam has to submit all the library issued books back to the library.
14. Fine will be charged for loss of books for the replacement of the same. Fine charged will be the printed price of the book or replacement of the same book.
15. Beverages, smoking are strictly prohibited in the library premises.
16. All cases of the infringement of above-mentioned rules will be reported to the Librarian.
17. Users/ Readers belonging should be kept on the rack/property counter.
18. Every student must follow the library rules strictly.

F. VISITORS

1. Visitor or guest member from other academic or research institute are allowed to use the library with the prior permission from the Librarian. Guest member is required to produce proof of identification.
2. Borrowing facility is not available to visitors.

G. LOST/DAMAGED LIBRARY DOCUMENTS

1. Loss of Library Cards and books should be reported to the Librarian immediately in writing.
2. For lost or damaged book (e.g. Torn, missing page, loss of binding and wet book etc.), Students and faculty has to pay two times the cost of the book along with overdue and other charges as applicable.
3. If any specific book is lost which is a part of multi volume set by student and faculty in that case cost of complete set of volume of books will be recovered from the person from that time when it is issued.

H. INTER LIBRARY LOANS

ITM University is a part of the consortium, called DELNET. Where the facility of inter library book loan can be availed by the students & Faculty if the specific book is not in the university library collection. (On demand)

3.1 UNIVERSITY LIBRARIAN: ROLE AND RESPONSIBILITY

The University Librarian shall be the head of the Library Management Structure. He shall:

- Supervise and guide the library staffs.

- Oversee the functioning of the individual school librarians who shall work under his direct superintendence and control.
- Interact regularly with Deans and HoDs to identify their teaching and learning resources as required.
- Disseminate information to student & Faculty regarding availability of online databases, Books and Journals.
- Prepare the budget for the Library as per received form respective department and place for consideration in Library committee and further for account approval.
- Interact with the publishers for conducting book –exhibitions in the beginning of academic year, as also to plan book acquisition.
- Conduct orientation programs for the first year students and newly inducted faculty members
- Monitors the usage of the digital library, footfalls in the library and report to the Deans, heads & IQAC from time to time.
- Protect copyright and other intellectual property rights of the University publications, patents, and research papers.

3.2 CONSTITUTION OF THE UNIVERSITY LIBRARY COMMITTEE

Details	Status
Dean School of Pharmacy	Chairman
Dean, Academics	Members
Dean, Research	Members
Deans of Schools	Members
Dean Students Welfare	Members
University Librarian	Member Secretary

3.3 ROLES AND RESPONSIBILITIES OF THE UNIVERSITY LIBRARY COMMITTEE

The Library committee shall advise the University and guide the Librarian on following matters.

- In the management of central Library with special reference to the 'Services' rendered to the users
- Monitoring Library Budget and its control
- Monitoring the usage of the Digital Library
- Considering any matter referred to it by the Academic Council
- Undertaking periodic reviews of the Libraries and make recommendations for improvement.

3.4 DIGITAL LIBRARY

The University has set up a Digital Library with multimedia computers with high speed internet connection. Students can access e- resources such as DELNET, NDL, Web of Science, AIR, SCC (Supreme Court Cases) and able to access videos of MOOCs and NPTEL. Additionally, the library users can check the web OPAC, and check millions of open access resources. They will be able to take the printouts of the articles that they needed from the subscribed online databases are mentioned on the Library webpage. Provision of scan books chapters can also be availed by student on demand only.

3.5 LIBRARY TIMING

Library timing, enclosed as- Annexure-3

4. JOURNALS & MAGAZINES/ E-JOURNALS PURCHASE POLICY

1. The department wise list of print and e-Journals are compiled and forwarded to the respective DEANS & HODs for any new requirements before placing them in the Library committee meeting
2. New required Journals/ Magazine/ e- Journals will be subscribed by calendar year

5. WEEDING OUT PROCESS

- In the weeding out process, the Library team identifies old and obsolete titles that are not used during the last 5 years period
- The Library team then prepares a list of old and obsolete titles not used since last 5 years
- The list is circulated to concerned schools/Centre for review
- After review by concerned Schools/Centre the list gets approved By LAC (Library Advisory Committee).

6. POLICY RELATED TO USE OF PLAGIARISM CHECKING SOFTWARE

The UGC has underlined the importance of academic integrity in scholarly publications and accordingly, ITM University provides two Plagiarism checking software to its academic community, namely Turnitin and DrillBit. Under this policy the Library Advisory committee provides Login Credentials to the faculty members. Through this members can login to check the plagiarism.

7. GUIDELINES FOR ACCEPTING DONATED BOOKS

- The accepting of donations is at the University discretion
- While welcoming all donations, the University has to ensure that such donations contain course-related books and are of academic, if possible
- Donors are requested to ensure that they send relevant details of books to the Librarian before bringing physical volumes, if possible

- If the number of books is unusually large, the University Library may help donors with the listing of the books to be donated
- Accepted gifts become the property of the University.

8. MEMBERSHIP

1. Library will provide membership to all students, teaching and Non-Teaching staff members of ITM University.
2. At the beginning of each new semester students will take no-dues certificate

D. ANNEXURE : 1 ITM UNIVERSITY LIBRARY SYSTEM

Books Recommendation Form Central library Book requisition form

Department:

Session:

Subject:

Semester:

S.No.	Title	Author	Publisher	Qty.	Price	Availability (library use only)

DEAN/HOD of Respective School

Date:

E. ANNEXURE:2 ITM UNIVERSITY LIBRARY SYSTEM

Journals/Online Databases Recommendation Form

Format No.: ITMU/LIB/F/02

Date:-

ITM University Gwalior	Library Requisition Form(For Journals)	
Gwalior –M.P	ACADEMIC
DEPARTMENT OF CENTRAL LIBRARY	TERM	JAN – DEC
DEPARTMENT OF CENTRAL LIBRARY	TERM	JAN – DEC

Date:

Respected Sir,

Following Journals/Magazine/e-journals are required forDepartment

S.No.	Title	Publisher	Subscription Renewal/ New	Subscription Amount	Subscription period

UG/PG

				Approved/Not approved
Name & Signature of Applicant	Remark & Signature of HOD of Respective School	Remark & Signature of Dean of Respective School	Remark & Signature of Dean Academics & Research	Signature of Vice Chancellor

F. ANNEXURE: 3 ITM UNIVERSITY LIBRARY SYSTEM

LIBRARY TIMING

S.No.	Schools	Reading Section	Circulation Section
1	School of Nursing	9:00 AM to 5:00 PM	9:15 AM to 4:45 PM
2	School of Agriculture	9:00 AM to 5:00 PM	9:15 AM to 4:45 PM
3	School of Education	9:00 AM to 5:00 PM	9:15 AM to 4:45 PM
4	School of Law	9:00 AM to 5:00 PM	9:15 AM to 4:45 PM
5	School of Mass Communication	9:00 AM to 5:00 PM	9:15 AM to 4:45 PM
6	School of Paramedical Science	9:00 AM to 5:00 PM	9:15 AM to 4:45 PM
	Central Library	Monday to Saturday (9:00 AM to 10:30 PM)	9:15 AM to 4:30 PM
	• School of Engineering & Technology		
	• School of Architecture		
	• School of Pharmacy		
	• School of Sciences		
	• School of Art & Design		
	• School of Physical Education & Sports		
	• School of Computer Application		
	• School of Management		