LIBRARY MANUAL

Prepared by

Library Department

Tel: 7770002544 Ext.122

E-Mail: library@vivaimr.org

Website: http://www.vivaimr.org

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What is Library Manual?

A library Manual is a source of information of a library, which comprises Library policies, Best practices, Services, facilities, Rules & Regulations, etc. which help to understand the Library's mission and vision towards the user's oriented services through its collection of books, other media, and specialized services.

1. Library Introduction

A library plays an important role in supporting the academic programs of the institute. It identifies, evaluates, procures, processes, and makes available learning resources to the faculties, students for their teaching, learning, and research purpose.

The manual touches upon all important functions of a Library and describes the clear policy of; various activities of the library, like collection development, facilitation of information services, and management of other academic and research support through specialized services, etc.

2. Library Committee

The Library Committee is the designated faculty advisory body for the development of policy-making and planning of the library.

Name of the Member	Designation
Dr. Hiresh Luhar	Director & Chairman
Mrs. Rupali Davane	Librarian
Dr. Arti Sharma	Member
Dr. Lalit Patil	Member

The nominated members shall hold the designation for two years respectively, and shall be eligible for reappointment. Duties and functions of the Library Committee:

- To frame general rules for the management of the Library
- To advise the Librarian regarding general library development
- To prepare the annual budget of the library
- To allocate funds, from the sanctioned annual budget of the library,
- To prepare Annual Report, Activities and achievements of the library
- To perform such other duties as may be assigned to it by the Academic Council.

3. Library support staff

The library support staff is involved in all library operations at all levels. They manage libraries and contribute very specialized expertise in some specific field.

Sr.No	Staff	Designation	Responsibility
1	Mr. Balkrishna Dattatray Kamble	Library Assistant	Administration & Research Support

The Complete roles & responsibility of the library staff is decoded in the Standard Operating Procedure (SOP). Library staff must abide by their assigned duties.

4. Library Budget

Library budget means the financial allocation to procure documents and provide access to Information Resources. The present annual library budget of the library has the following components:

- ✔ Library Fees from Students.
- ✔ Revenue generated by Library
- ✔ Development Fund

5. Library Collection development

At present, Institute Library has 8405 plus books that cover General Management, Human Resource Management, Marketing Management, Operations Management Finance Management etc. There are about 11,895 + Volumes of the above said books. Total subscriptions of the various national and international journals are approximately as per the AICTE guidelines along with 24/7 E- Resources NDLI Open Access Repository available & Harvard business review premium subscription unlimited access digital article HBR Magazine archive, cases and 4 selected E-Books along with Kindle Unlimited Subscription -20 lakhs E-Books access.

VIVA IMR Library has six subscriptions to various Newspapers, six Magazines and four hundred and twelve Audio Visual Arrivals. It also has Membership to Associations like Association of Indian Management Schools (AIMS)

6. Library Policies

Library Policy can simply define as a guide to the operations and management of a library. It serves to maintain standards and avoid irregularities in library activities. It is used to measure the extent to which a library performs its functions and meets its objectives as well as its systems and services.

Following are the list of policies: Acquisition Policy, Circulation Policy, Inter-library Loan Policy, Weeding out Policy, Access to the Library Website and Digital Library Code of Conduct, Anti-plagiarism Policy

6.1 Acquisition Policy And Procedure

The library staff conducts user study through regular observation, casual interaction, and by referring borrower's statistics, books on demand benefit the library to raise the books orders.

❖ **Purchase and use of current titles, print:**

The library follows the following methods for purchasing new titles or journals.

➢ The Library procures books as prescribed in the syllabus from time to time, and is approved by the University of Mumbai.

➢ The library procures the books, which are duly recommended by teachers and students through the 'Requisition Form'.

➢ The librarian crosscheck the availability of books and get the quotation from vendors, prepare comparison chart and submit to the purchasing approval committee.

➢ After receiving approval librarian prepares the purchase order and infirm the vendors regarding the confirmation order, and purchases books as per requirement.

❖ Subscription of Journals / E-journals /Online Resources:

Print and Online journals are subscribed to meet the requirements of students and faculties for projects and research works.

Approval and Ordering:

- *Availability of funds:* ensure that requisite funds are available for the purchase of the item.
- *Performance of the book vendor:* response to the correspondence, speed of supply, adherence to the terms and conditions
- *Updating the panel of vendors* from time to time based on the performance of the vendor is a continuous activity and the best-performed vendors will received the confirm orders.

Mrs. Rupali Davane   Dr. Hiresh Luhar

       Librarian   Director

6.2. <u>Circulation Policy</u>

Circulation policy defines the loan rules when an item is checked out. It provides lending services and facilities for the return of loaned items. Renewal of materials and payment of fines are also handled at the circulation desk.

<u>Membership:</u>

The bonafide students and staff members automatically become a member of a VIVA library for borrowing reading materials. However, students and staff members have to collect their library cards from the library for any kind of transaction.

Loan privileges

Category	No of books allowed	Issued for
Faculty	10	Entire semester
Faculty Pursuing Higher Studies	Extra 10	15 Days
Non-teaching staff	2	7 Days
MMS Students	3(2 Home issue +1reading)	7 Days

Overdue charges:

The books issued to the library users against the library card have to be returned in time. A fine of Rs. 5 per day is charged for the period the book is kept after the due date.

Loss of books:

In case of any loss of a library book by the borrower, the book may be replaced with the same Title and Author. In case of the non-availability of books, the price of the book may be paid as per the library rules.

Fine Collection:

Collected fines are to be maintained in the fine receipt book and submitted to the accounts department quarterly for the annual accounting.

Mrs. Rupali Davane   Dr. Hiresh Luhar

Librarian   Director

6.3. Inter-Library Loan Policy

An interlibrary loan is a transaction in which library material collection is made available by one library to another upon request and on mutual collaboration.

I. Purpose

The purpose of interlibrary loan services is to obtain library materials for our patrons that are not available in our Library for a constructive period.

II. Interlibrary Borrowing

A. The reader needs to request the title in writing. The participating library needs to submit the request in writing if the demanded collection is available in the Library then the collection will be shared on ILL.

B. Loan Materials
    1. The following materials are usually available for interlibrary loan:
        a. Books
        b. Photocopies of periodical newspaper articles.
    2. Most libraries will not ordinarily lend the following types of materials:
        a. Rare or valuable material, including manuscripts
        b. Bulky or fragile items that are difficult or expensive to ship
        c. The material in high demand at the lending library (i.e. "best sellers," recently published items, etc.)
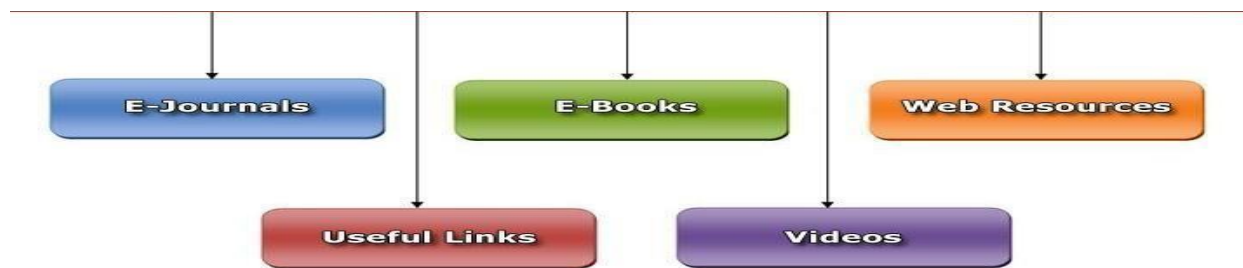   d. Audio-visual materials

3. Borrower's Responsibilities

Each user is responsible for checking the collection available in the library before requesting it on an inter-library loan.

III. Loan Period

1. Maximum one month and further renewal on request.
2. No over dues charged.

6.4. Access To The Library Website & Digital Library Code Of Conduct

Electronic resources such as e-journals, e-databases, e-books, etc. a r e made available by the Library for academic use only. These resources can be searched, browsed and material may be downloaded and printed as a single copy of the article as is done in the case of printed library material. Downloading or printing a complete book or an entire issue or a volume of one or more journals (systematic downloading) is strictly prohibited. Please be aware that systematic downloading will cause the publisher to block the entire community of users @ VIVA Institute of Management & Research from accessing these resources.

Library Website is made available for the VIVA patron at http://www.vivaimr.org Patrons can access the digital library collection through their vivaimr.org domain id provided by the institute.

Digital Library: Acceptable Use and Code of Conduct

- ❖ Make an entry in the digital library register before accessing Digital Library

- ❖ Do not download movies or songs

- ❖ Do not remove LAN cord, keyboard, and mouse from the computers

- ❖ Do not save any document on the digital library desktop

- ❖ Take care of your belongings

- ❖ The library will not be responsible for any data loss

- ❖ Please inform the library staff in case of any computers problem

- ❖ Please keep the digital library clean

- ❖ Maintain silence in the digital library

- ❖ Do not install any software without any prior permission from library staff

Mrs. Rupali Davane   Dr. Hiresh Luhar

Librarian   Director

6.5. <u>Weeding Out Policy</u>

The weeding out of books / magazines is a continuous activity of the library staff. The books are usually discarded on the following grounds.

- ✓ Old edition
- ✓ Not in a good physical condition
- ✓ Out of syllabus

The library staff prepares a list of outdated books. This list is prepared department/ subject-wise and sent to the concerned department/faculty to go through the same and approval. After receiving final approval from Director and library committee members, the discarding process shall be conducted by library staff.

Discarded books will be updated in the database and remarks with "W" will be made in the Accession Register.

The scrapped books or library materials are sold to the contractual vendor of the institute.

Mrs. Rupali Davane   Dr. Hiresh Luhar
Librarian   Director

6.6. Anti - Plagiarism Policy

Plagiarism is not a new concept, it is driven for a long time when literature takes place in the form of manuscripts, and day by day it's become crucial due to the advancement of information and communication technology. Easy availability and accessibility of information, open access culture, and huge data at a single mouse click tempted users towards plagiarism. "Copy Paste" is the preeminent feature in the digital world making it the easiest way to plagiarize. To control over such misconduct activity UGC published a policy on **"Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions in 2018".**

Management institutes are dedicated to the experienced-based technical study, and hence it is required to publish a research-based paper to contribute to societal development. To promote academic integrity VIVA Institute of Management and Research developed an Institute-level Anti-Plagiarism policy under which various programs are conducted to create awareness and promote the research culture. The policy covers the in-depth concept of plagiarism, their consequences and how to avoid it in simple manner.

Objective of the Policy

- ✔ Create awareness about ethical use of information,
- ✔ Teach and maintain academic integrity at professional level
- ✔ Set up a systematic mechanism to verify the content and ensure the document plagiarism free
- ✔ Follow the UGC regulation 2018 for the betterment of the research output

Description of a plagiarism

According to Oxford English Dictionary "The practice of taking someone's work or ideas and passing them off as one's own".

Merriam Webster Dictionary defines "The act of using another person's words or ideas without giving credit to that person".

In simple words, plagiarism is stealing someone's ideas without attribution. Following several types of plagiarism considered by the researchers explains here to give you to deeply understanding and pay attention to academic misconduct.

What is considered as Plagiarism?

- Word-to-word plagiarism: used word as it is without changing any word.
- Paraphrasing: copy text and use a few words without changing the meaning of the sentence.
- Verbatim: copied the complete sentence as it is.
- Plagiarism of ideas: used other's ideas and claims as their ideas
- Plagiarism of authorship: claimed for someone's work as his/her work
- Failed to give acknowledgment
- Self-plagiarism: used own content and failed to mention
- Ghost-writing: paid for writing from outside

What if Plagiarise?

- It loses self-respect and reputation
- You limit your creative skills

- Huge loss in the manner of lower grade or fail loose degree, suspension of studies for a certain period, paper retraction

- It degrades the reputation of the institution

- It is unfair to the original author

- Negative effects on lifetime career endeavors

How to avoid it?

- Be attentive toward academic research work

- Plan academic / research work

- Use Citation Style Manuals

- Do not forget to cite

- Mention the quotes

- Use Reference Management Tools

- Access authentic information sources

- Use a plagiarism checker to rectify the content

- Developed academic and professional skills

- Ask for help from writing centers, research cells, reference librarians, subject mentors, and English and communication professors.

- Attend the Information Literacy Program organized by the institute

- Acknowledge all the help you get

- Study the expectations from institutions departments, professors, and publishers while doing academic work

- Read, understand, and follow "Academic Policies" declared by the institution.

Plagiarism Verification Service and Awareness Session

The Institute library has perpetual licensed access to Plagiarism Checker X software to verify the documents received for plagiarism detection. The patron of the institute needs to submit their document with the request application available on the library portal. Librarians generate the report of the document through the plagiarism detection software and revert to the patron. The similarity index is permissible as per the UGC regulation 2018.

All the departments shall conduct a guidance session on Plagiarism Awareness / Academic Integrity / Academic Writing / Research Publication Ethics etc. in collaboration with the library.

The following resources were referred to prepare this document

- Pandit Deendayal Upadhyay Central University Library Haryana https://library.cuh.ac.in/plagiarism-policy/

- Plagiarism Efforts to combat with it https://slp.org.in/IJLINK/volumes/IJLINK-V2I1-8.pdf

- The Hongkong Polytechnic University policy on " Academic Integrity about Plagiarism and How to avoid it"
  https://www.polyu.edu.hk/ogur/docdrive/Academic_Integrity/Plagiarism_Booklet.pdf

7. **<u>Library Services</u>**

The Library services/facilities include Circulation Service, Reference Service, Online Library Service, Recommendation of library material, Current Awareness Service (CAS), Inter Library Loan Service, Photocopying / Printing Service, Orientation and Information Sessions, Selective Dissemination of Information (SDI).

7.1 Library Working Hours & Library

- ✓ Monday to Saturday: 9.00 a.m. to 5.00 p.m.

- ✓ 2nd 3rd & 4th Saturday Every Month: Closed

- ✓ Sunday & Bank Holiday: Closed

7.2 Usage Statistics of the last five years

Library keeps the records of every footfall to measure the reach of library services and facilities. This record consists of library check-in, Issue/Return circulation statistics, Digital Library access, and Website access for e-resources.

7.3 Library Orientation and Information Literacy Program

Every year an orientation and awareness program is conducted for the students regarding the library rules, its facilities, and services. Information literacy programs are conducted for students to make them more familiar with the library and increase the access of printed as well as offline or online library collection more efficiently.

7.4. Circulation of Books

Home lending service or circulation of books for home reading is a core of all library services. Books are circulated among faculty, non-teaching staff, students, and research students. The circulation section has been automated and uses barcode technology for quick service to the readers. The following privileges are provided.

Category	No of books allowed	Period
Faculty	10	Entire semester
Faculty Pursuing Higher Studies	Extra 10	15 Days
Non-teaching staff	2	7 Days
MMS Students	3(2 Home issue +1reading)	7 Days

7.5   Reference Service

The Library has a good number of reference books like Dictionaries, encyclopedias, Yearbooks, Handbooks, Books for Competitive Examinations, and many more. These reference books are consulted or referred to frequently by students and staff members. If the book is not available in the institute library, Reference service staff check the availability of collection with VIVA networking libraries, and if the required collection is available staff guide or make arrangements for the same for their users.

7.6 Current Awareness Service (CAS)

To create awareness among the readers about library activities, the library displays a cover of newly acquired books, a list of periodicals subscribed by the library, current contents of periodicals, and newspaper clippings about the college information. The CAS service circulated through the library account registered email id of patrons.

7.7 Inter-Library Loan (ILL)

Resource sharing is the fundamental practice behind the Inter-Library Loan service. This service was adopted for students and staff members. Books from the libraries of sister institutions can access on a request basis, as well as VIVA Degree College Library has an Institutional Membership of the British Council Library and American Resource Centre, Mumbai. Through VIVA library networking the staff can make available the documents to their user on request.

7.8 Selective Dissemination of Information (SDI)

Selective Dissemination of Information (SDI) is a specialized service to their users who are requested up-to-date information on their areas of research and interest. Users specify their information needs by using the SDI form & the library staff must quote the "information phrase" in their system so they can serve pinpointed & latest information to their users.

8. **<u>Library Facilities</u>**

Library facilities means specific spaces and facilities provided by the library to their patron to make effective utilization for academic use.

8.4. Reading Room

The Reading Room facility has been provided to enhance the learning ability of the students. The Library Reading Room can accommodate more than 100 seating capacity of students and is available Monday to Saturday 9.00 am to 5.00 pm.

8.5. Digital Library

There are 10 dedicated computers with 10 Mbps speed internet facility is provided for students and staff members. The library has an Institutional Membership of the National Digital Library (NDLI) & Harvard business review premium subscription unlimited access digital article HBR Magazine archive, cases and 4 selected E-Books along with Kindle Unlimited Subscription -20 lacks E-Books access and the library webpage redirects to well-known Open access journals, NPTEL videos, Opencourseware of well-known institutes, etc. Digital Library's motto is to set up an ICT-based facility for users for accessing the information available on the internet for study and research purposes to complete assigned work

8.6. Photocopying and Printing Service
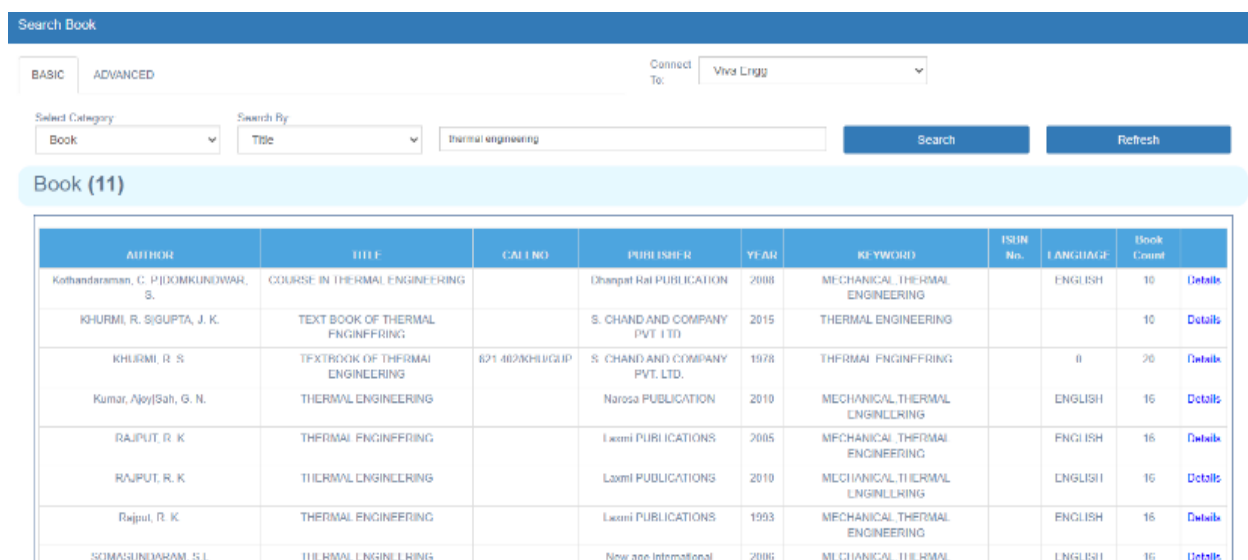
Photocopy & Print out of documents is available in the library or college premises on request for staff members and students. Photocopy facility at reasonable rates available in the library.

8.7. Softcopies of Syllabus, Question Papers, and E-Resources

The syllabus and Question Papers are digitized and stored by the library for student reference. The links are provided on the Library Website http://www.vivaimr.edu.in/library/ and other e-resources for remote access. To access all the digitized stored collection patrons need to log in with their institutional email id.

8.8. WEB OPAC

Web OPAC is the Online Public Access Catalogue that allows users to check library collections using the Internet. Users search a library catalog Directorly tolocate books and other material available at a library. https://imr.vivacollege.in/staff_imr/Portals/Staff/Library/book_search.as

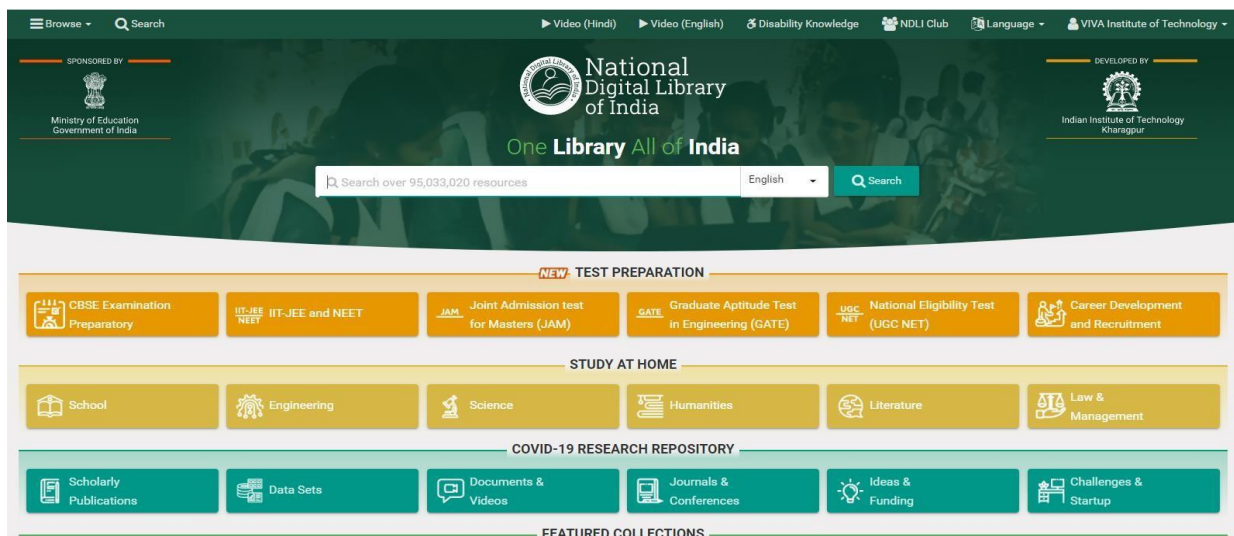| AUTHOR	TITLE	CALL NO	PUBLISHER	YEAR	KEYWORD	ISBN No.	LANGUAGE	Book Count	
Kothandaraman, C. P|DOMKUNDWAR, S.	COURSE IN THERMAL ENGINEERING		Dhanpat Rai PUBLICATION	2008	MECHANICAL, THERMAL ENGINEERING		ENGLISH	10	Details
KHURMI, R. S|GUPTA, J. K.	TEXT BOOK OF THERMAL ENGINEERING		S. CHAND AND COMPANY PVT LTD	2015	THERMAL ENGINEERING			10	Details
KHURMI, R. S.	TEXTBOOK OF THERMAL ENGINEERING	621.402/KHU/GUP	S. CHAND AND COMPANY PVT. LTD.	1978	THERMAL ENGINEERING		8	20	Details
Kumar, Ajoy|Sah, G. N.	THERMAL ENGINEERING		Narosa PUBLICATION	2010	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
RAJPUT, R. K.	THERMAL ENGINEERING		Laxmi PUBLICATIONS	2005	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
RAJPUT, R. K.	THERMAL ENGINEERING		Laxmi PUBLICATIONS	2010	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
Rajput, R. K.	THERMAL ENGINEERING		Laxmi PUBLICATIONS	1993	MECHANICAL, THERMAL ENGINEERING		ENGLISH	16	Details
SOMASUNDARAM, S.L.	THERMAL ENGINEERING		New age International	2006	MECHANICAL, THERMAL		ENGLISH	16	Details

9. **Best Features**

8.9. Academic Writing / Research Support & Information Training

A Management stream itself has a research base innovation practice. Every student/researcher must have a brief idea of information searching, repackaging skills, and various information sources for effective compilation and presentation of research for the betterment of society. The library designs a training pattern for students and trains them through hands-on sessions. According to the UGC Promotion of Academic Integrity draft, academic institutions should implement this practice to make them aware of the pros and cons of plagiarism practice. The library department covers all research-related topics, via-theory, and practical sessions, and it gets an immense response from all the departments of Management.
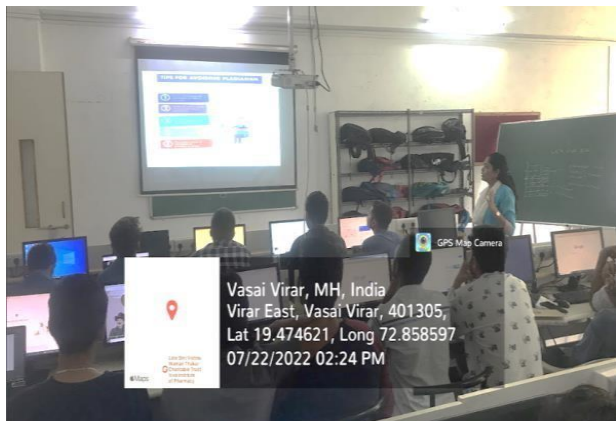
8.10. NDLI Membership and Club Activities at VIVA Institute of Management and Research

VIVA Institute of Management and Research of is a proud member of the National Digital Library of India, developed by the Ministry of Education to provide 24X7 digital library access to the nation's users. The National Digital Library has numerous types of collections in multiple formats like PDF, HTML, and Video-Audio Material by IIT eminent experts from different fields. VIVA Institute of Management and Research Library members registered for NDLI to explore collections and participate in events organized by NDLI.

https://ndl.iitkgp.ac.in/

9.3 Plagiarism Detection Service and Consultation

Library Department has licensed access to **"Plagiarism Checker X"** software to detect text similarity, and it received good responses from our institute as well as trusted community users. Following some Q&A

Q: What is Plagiarism Detection and Consultation?

A: Plagiarism Detection service is the service where manuscripts are scanned through plagiarism detection software to check text similarity. Similarly, Research Consultation is provided to rectify the PD report mistakes, such as Reference style and management, Citations, technical suggestions to improve the quality of research, and so on.

Q: Who can avail of this facility?

A: Anyone from the VIVA Trust community user can approach the library for PD service.

Q: How to avail of this facility?

A: The user keeps ready their complete manuscript in MSWord or PDF file for similarity checking and sent a mail to library@vivaimr.org official email id.

Q: Time reserved for Plagiarism detection report?

A: Usually, it will take one day or two days to generate a similarity report, depending upon the queue of PDS requests received from the patrons.

Q: PDS Report format?

A: PDS report format received to the users in a PDF format with similarity detection percentage as well as a detailed report of similarity found.

9.4 Web-based Resources

https://swayam.gov.in/

10. Library Rules and Regulations

- All new comer students are requested to attend Orientation Program organized by the library, to understand services, facilities, rules & regulation of the library.
- Library staff followed the duty rules assigned by the institute, patrons are expected to follow library rules and avoid arguments / misbehaved with the Library staff.
- I-Card compulsory while entering in the library.

- Books removed from the shelves by students, if not required for reference, should be kept on the book trolley or on table nearest to them. Do not try to shelve them yourself. Please remember that a book misplaced is a book lost.
- The newspaper(s) should be folded properly after reading and kept back in the designated place.
- Readers should not mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the resource.
- Students are advised to bring their own Reading Cards while using the library.
- Students who want to return the books issued on their names are advised to wait until the books are shown as canceled against their names.
- Students are advised not to issue Books to others on their names.
- Students requested to maintain silence, discipline and dignity of the library.
- Do not move arranged chairs from the digital as well as reading room facility.
- Mobile phones / Headphones / Bluetooth are strictly prohibited in the library premises.
- Beverages and Eatables are not allowed inside the library.

11. Future Projects

- Web Based Services
- Networking of Viva Libraries

SWOC Analysis

Strengths	Weaknesses
❖ Trained and Motivated Staff ❖ Spacious Library ❖ Very Good Collection with Diverse Subject ❖ Activity based learning centre	❖ Non-Awareness about Library Services among students
Opportunities	**Challenges**
❖ Web based Services ❖ Use of Technology for Resource Sharing and Consortia ❖ Networking of VIVA Libraries	❖ Adoption of Changing Technology ❖ Changing Needs of Users ❖ Information Overload / Big Data