



## POLICY LIBRARY

**POLICY:** ISME will be having a library catering to the needs of graduate and post graduate Students, Faculty, Staff, Visiting Faculty & Guests. Policy will cover the operation and modality of the function of the library. The library will be open for the full time of the college hours and few hours beyond the college hours to facilitate the students who wants to use the library beyond college hours.

### PROCEDURE:

ISME will have a full time librarian who is a qualified M Lib to run the library in the best manner.

1. ISME library will have books covering course ware, reference books, latest publication covering management, behavioural, economic, business and general topics.
2. The library will be automated with Library Management System.
3. The library will be provided with Computers for easy access by the students and faculty to access various digital and e learning materials both online and downloaded version.
4. The library computers will have full time network facility to access various materials anytime during the library hours.
5. The books or e content for the library will be procured by getting the requirement from faculty, staff and others. The books will be procured from the publishers or registered vendors/shops after approval from Director.
6. The books will be issued to the Students for a period of 14 days @ 2 books every issue & Faculty will be issued the books for every term.
7. The re issue of books to the students and faculty will be done on request before the expiry of said period.
8. At the end of prescribed duration the books should be returned in good condition by the borrower.
9. Penalty to be levied for late return of books after the specified time, damage of the book or in case the borrower loses the book while in the pocession.
10. Library in charge to explain all the terms and conditions along with the penalty clause to the borrower of the books.
11. All the people using the library should enter their credentials in the register while coming in and going out after their work is over.



### Library discipline

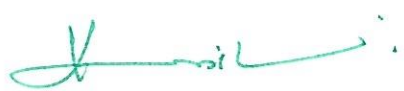
1. Readers must use their own access card to enter the Library and should inform the Library staff immediately if they lose their card.
2. Books and journals must not be annotated, marked or otherwise defaced in any way.  
Though it may be acceptable to annotate texts elsewhere, readers are forbidden from writing in / on materials which belong to College Library. Readers are expected to clean / erase their marks. Readers will be asked to cover replacement costs for items which have been significantly and irreparably damaged whilst on loan to them.
3. Readers must use the Library with care and with consideration to others keeping silence and not disturbing the other users.
4. Food and drink (with the exception of securely bottled water) are prohibited.
5. ISME is not responsible for any items kept by the user in the library of loss of any personal item.
6. All the library users should be formally dressed and no casual attire will be allowed.

The library policy and training of various usages of materials available and training on software will be provided to all the users from time to time. The librarian's decision will be final.

For International School of Management Excellence

  
Nitin Garg  
Founder & Director

  
Rony G Kurien  
Dean

  
Krishnan R  
Head Administration

  
Librarian