

LIBRARY AND DIGITAL POLICY

Introduction

Our Library is the heart of our institution. It was established in the year 1989. The MET Library of the institute supports the academic and research needs of the institute community.

The well-furnished, air-conditioned, and Wi-Fi-enabled library is located on the 8th floor of the institute. The library has introduced state-of-the-art information technology and its routine service has been fully automated using the library database management Software Libsys. The security system and CCTV cameras ensure the safety of the library material.

MET Library is famous for its invaluable collections of Management Books, rare books on Literature, Philosophy, Encyclopedias, and varied subjects. MET Library currently holds about 35527 books. The library also maintains a selective collection of CD-ROM, VHS, and Bound Volume periodicals. Besides that, the library subscribes to 31 National, and 20 International journals and 32 newspapers. Furthermore, the library has subscribed to a good length of e-Resources. E-Books, e-journals, and electronic databases.

Goals

To support teaching, learning, and research with the state of the art information that complements education, reflective thinking, and development of thought using Contemporary knowledge in the relevant field.

To promote a knowledge-enriched learning community, which is committed to supporting the development and empowerment of the communities we serve with integrity.

Objectives

- Select, acquire, and organize high-quality, relevant, and up-to-date information resources according to the needs and requirements of the MET users.
- To assist the MET's teachers in keeping abreast of development in his/her field.
- Develop, maintain, and promote a wide range of library services to optimize the use of library resources;
- Adopt the latest tools and technologies to provide library services to users more effectively and efficiently.



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- To bring books, students, and scholars together under the condition that encourage reading for pleasure, self-discovery, personal growth, and the sharpening of intellectual curiosity.

Purpose of the Policy

The policy sets out the principles that guide the development of a quality Library collection that meets the information needs of a dynamic community. The policy will ensure that the quality of the collection is maintained through consistency in selection and de-selection processes and a process of continuous evaluation.

Clients

The Library provides collection access to the following client groups:

- Students
- Faculty and staff
- Research Scholars
- Alumni

Scope of the Collection

The Library collection holds resources designed to support the learning, teaching and research needs of the Institute. Resources are provided in a variety of formats including:

- Books and other hard-copy printed materials
- Serials (i.e. journals, periodicals or newspapers in both electronic and hard-copy format)
- Databases (electronic collections containing bibliographic citations and/or full-text items)
- Multimedia material (including CDs, DVDs)

Purchasing Policy and Procedures:

This ensures that the library is equipped with the requisite resources in these areas:

- Hard copies of Books, Journals, and Periodicals.
- Requisite digital and online resources as and when needed.
- Audio-visual aids.



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A. Sources of Purchase

- Online search.
- Faculty suggestions.
- Book reviews.
- Direct contact with publishers / Distributors/sellers on new arrivals.
- Compared, and improved with best libraries.
- Advertisement in magazines/newspapers,
- Study – visit other libraries.

B. Selection Criteria

Library Collection Development Guidelines are used in the selection of resources. The following criteria are considered when purchasing Library resources:

- Relevance of content.
- Quality of content.
- Suitability for the defined client group.
- Demand – copies of prescribed texts and required readings as identified by course coordinators are purchased. Multiple copies of prescribed texts and required readings may be purchased to meet the needs of the courses taught.
- Currency of content.

Format – a variety of formats may be purchased according to learning, teaching, and research needs. Electronic is the preferred format for serials and high-use titles.

- Adequacy of current holdings in the subject area
- Availability of resources
- Cost
- Space and storage issues
- Accreditation requirements

C. Responsibility for Selection

The responsibility for selecting library materials rests with the Head Librarian (although actual selection is a collaborative effort), operating within the framework of policies and objectives determined by the institution head.



D. Maintenance of Collection

Duplication – The library will avoid, for the most part, duplication of titles. If demand is heavy, a duplicate copy will be purchased if necessary. The extent of duplications is determined by the need, budget, and proximity of other collections. In the case where multiple copies of a title are needed, will be purchased as per the request of the faculty.

Replacement – The library will not automatically replace all books withdrawn because of loss, damage, or wear. The need for replacement will depend upon the demand for a specific title and the extent of adequate coverage in the particular subject area.

E. Book Purchasing Procedure

- Benchmarking and communication with libraries and portals of premier institutions govern the purchasing philosophy of the library.
- The faculty and students recommend books and other publications for purchase.
- The library committee consists of faculty who evince keen interest in the requisitions placed and review recommendations for purchases as and when needed.
- The library would then check for duplication and place the list of recommended books before the library committee for review. A few urgent requirements of books forwarded by the chairpersons are processed.
- On the recommendation of the faculty the library may purchase multiple copies of only those books which are found to be in great demand but not more than 5 copies of any book are procured.
- The library places orders with well-recognized vendors. Economical discounts in the range of 20-25% on the printed or published price are obtained from the vendors.
- Online purchases are restored in the event.
- Online ordering of books for imported titles not available with our regular suppliers.
- The library will purchase print copies of the core text and distribute them to students free of cost, as suggested by the faculty. For Essential and Recommended texts, the Library will also purchase a specified number of print textbooks.
- The library will acquire e-books, if required that allow multi-user access across the institution.



Bill Processing:

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item. Every third month the bills are submitted in the finance department after the Director's approval for payment.

Research Assistance Service:

Reference and Research Assistance Service is dedicated to assisting faculty and students of MET IOM for their information and research. Dedicated library professional staff is available between 09.00 a.m. and 07.00 p.m., and on Saturday 09.00 a.m. to 08.00 p.m. The staff assists the users in addressing their information requirements. The requirements may include help in identifying the appropriate database for research assignments or classwork, customized orientation of specific databases, mining data, case studies, etc.

The services provided include

- An article/book
- Assistance with using library databases
- Company information and financial data
- Industry information

In addition, users can contact the circulation counter for information or assistance.

Research Support Tools

- ProQuest – One of our most heavily used databases – covers journal and eBooks, articles, company profiles, industry surveys, and market research reports. The best place to start most searches.
- NDL (National Digital Library) of India sponsored by MHRD and coordinated by IIT Kharagpur
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- **Intranet Databases by CMIE (Centre for Monitoring Indian Economy)**
- OPAC (on-line public access catalog)
- Knimbus m-Library
- Delnet : Developing Library Network
- Ebscohost : Management Collection

Library Stock Verification

As per general rules and practices, physical verification of library stock is generally undertaken once a year for libraries not having more than 20000 volumes. If the Library has more than 20,000 to 50,000 volumes once in 3 years' sample physical verification at intervals of not more than three years should be done in case of libraries having more than fifty thousand volumes of stock verification.

The collection comprises books, e-books, Journals/periodicals, project reports, company Annual reports, contemporary reports, bound volumes, CD/DVD collection, audio-visual collection, online Journal Database, etc. With a total collection of 35,000+, the library is serving the teaching, learning, and research activity of faculty, students, researchers, and staff members.

This automated library using Autolib Software, also includes barcode labeling for the entire physical collection. This automation has greatly reduced the duplication of work in administration and further, it is more cost-effective in terms of manpower, time, and level of accuracy.

With the growing need for Off-Campus resource accessibility and dependence on cloud structures, MET-IOM felt the need to manage and share their e-resources efficiently. Whether it was for research, learning, or academic development, it was essential that students have easy and free access to quality content while MET had centralized control and access to usage data. Knimbus m-Library was introduced as a platform that empowered the students, researchers, and faculty to do that and much more. It provides tools like Universal Search, Anywhere Access, Detailed Analytics, and Librarian Dashboard on a single integrated platform so that students & faculty can seamlessly access library resources anytime, anywhere, and on any device. In addition, with KOHA, OPAC, and Microsoft Teams integrations, MET-IOM also integrated their Knimbus digital library with various resource and collaboration environments.



Weeding Policy

Weeding is an essential, continuing library practice in which materials are removed permanently from the Library's collections. Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of books is based on the following guidelines:

A. Criteria for Weeding

Library materials of all types (which include books, journals, DVDs) may be candidates for weeding if they meet any of the following criteria

- **Currency**
The content of library materials should be accurate and up-to-date. Materials that are superseded by newer, revised, or updated editions may be weeded.
- **Usage**
Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation.
- **Statistics** or other reports to determine viable candidates for weeding.
- **Physical Condition**
Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.
- **Duplicates**
Because of space limitations, the library may weed out duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used.
- **Completeness**
Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
- **Uniqueness**
The library will not weed materials that are considered unique.
- **Format Obsolescence**
Materials in obsolete formats may be needed if the content is available elsewhere or if the material is in poor condition.



B. Disposition of Withdrawn Materials

All materials withdrawn from the collection should be stamped as “discarded” or “withdrawn”. The Librarian in agreement with the library committee will make the final decisions regarding the disposition of materials withdrawn from the collection. Recommended disposition of discarded materials is donated to other Jesuit institutions.

C. Mending and Rebinding

Keeping library materials in good, useable condition is essential. A decision is made on each of worn book – whether to mend it, rebind it, replace it, or withdraw it.

The following criteria are used in making such decisions:

- Condition of the book
- Validity of the book’s contents
- Demand
- Cost

Any rare book or irreplaceable item is used only in the library to ensure against their Loss and/or mutilation.

Skills, Knowledge, and Abilities of Library Staff

The successful staff member at MET Library shall possess the following attributes:

- Knowledge of and commitment to excellent customer service.
- Ability to work effectively despite frequent interruptions.
- Ability to maintain composure while handling customer complaints.
- Good interpersonal and communication skills, in person, by phone, and online.
- Skilled at working cooperatively and collaboratively with customers and staff to achieve results.
- Knowledge of the library’s services and materials, including the Dewey Decimal.
- Ability to learn, to implement, and to communicate library policies and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to master the library’s online catalog and automated circulation system.
- Ability to see, read, and understand catalog records and apply the information they contain.
- Ability to use the computer to carry out daily responsibilities.



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- Ability to operate and perform routine maintenance on equipment including the telephone, barcode machine, copier printer, scanner and other equipment.
- Able to accurately make changes and receive income.
- Flexible, adaptable, and able to flourish in a changing environment
- Dependable, motivated self-starter able to work a flexible schedule, including evenings and weekends.

Technology Policies

- Systems Usage
- Online Access Catalogue
- Access to Online databases

Help needed regarding project/research work viz, secondary data can be obtained by Sending an email: library@met.edu RemoteXS Facility.

This facility enables users (faculties and students) to access library online resources when they are off campus. Purchase / Subscription Request

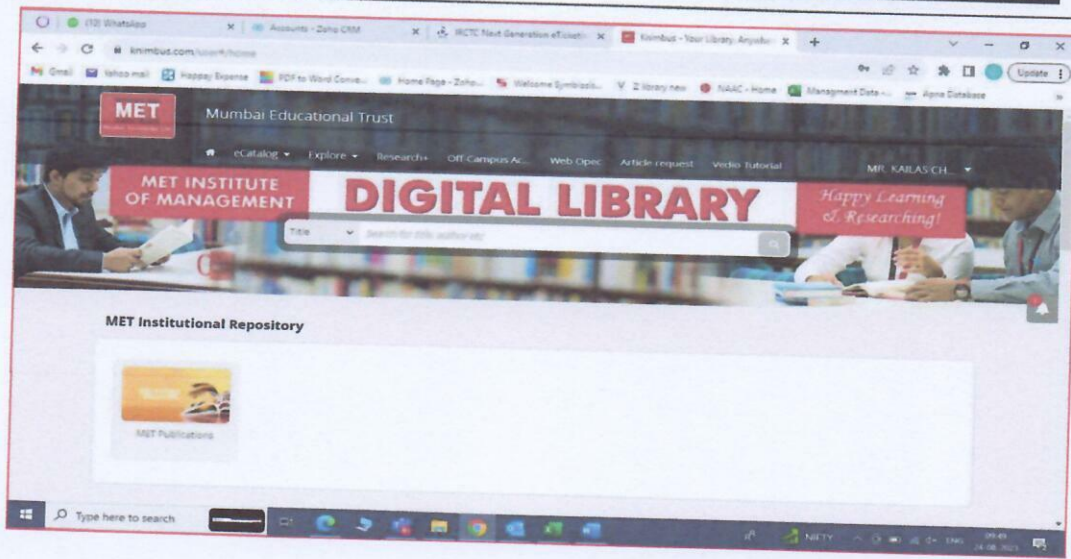
- Book/s: Want to suggest new book/s to the library, drop an e-mail at librarian@liba.edu
- Journal/s: drop an email at: library@met.edu
- Database: drop an email at: library@met.edu

C) Digital Library - Knimbus mLibrary :

Knimbus mLibrary is a cutting-edge digital library platform designed to provide users with seamless access to a wide range of digital resources, including eBooks, journals, articles, videos, and more. KNIMBUS Remote Access is available for users at MET IOM

Knimbus URL : <https://met.knimbus.com>






Knimbus login page

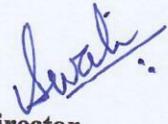
D) Library Best Practices:

Sr. No.	Activity
01	Web –OPAC Online Public Access Catalog
02	Remote Access to subscribed e-resources
03	Recommended Books Purchase List
04	New Arrival Book/s Display
05	Library Sessions
06	Induction (Exposure to resources)
07	Institutional Repository
08	Current Awareness services

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Librarian
MET Institute of Management




Director
MET Institute of Management