



Zeal Education Society's

Zeal Institute of Business Administration, Computer Application & Research (ZIBACAR)

Sr. No. 39, Narhe, Pune -411041, Phone No.:67206031, Website: www.zibacar.in

(Approved by A.I.C.T.E., Recognized by DTE (Govt. of Maharashtra) and Affiliated to Savitribai Phule Pune University)

LIBRARY POLICY

VISION

Spreading knowledge through quality resources and innovative services.

MISSION

To provide comprehensive learning resources and services in support of the, teaching, learning and research needs for stimulating intellectual curiosity, creativity and to facilitate lifelong learning and research.

OBJECTIVES

Objectives of the Institute's library are framed inline with five Laws of modern Library Science

1. To enrich the library collection with learning resources pertaining to curriculum and beyond as well as to ensure optimum use by the learners.
2. To establish user friendly Learning Resource Center by providing Open Access System and to offer best services by using latest technology.
3. To satisfy the diverse learning interests and matching the needs with its resources in consultation with library members.
4. To ignite hunger among the library members towards the learning resources by conducting appropriate activities.
5. To enhance teaching – learning and research activities to boost interdisciplinary learning.

A) ABOUT INSTITUTIONAL LIBRARY

ZIBACAR Library is the hub of all learning activities and aptly called as the Knowledge Resource Center. The Institute has well furnished library equipped with adequate number of books and journals. In addition, library has ample collection of books pertaining to general knowledge, communication dynamics, aptitude test, presentation skills, soft skills, business games and personality development required for professional grooming. Nevertheless, consistent efforts are made to enrich library with latest arrivals relevant to current and contemporary needs as per the suggestions and recommendations of faculty and students. The library has optimum infrastructure as per the norms of AICTE. The library has spacious and well furnished reading room enriched with newspaper, popular journals and with multimedia facility. Besides, library has reprographic facility, internet connectivity, WiFi, OPAC and Book Bank for knowledge accession. The e-library of the institute has an excellent collection of



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e-books, e-journals, NPM (non printing material include books CD, software installable CD).
The library goes beyond the boundaries of the institute and has tie-ups with other libraries.

I. FIVE LAWS OF MODERN LIBRARY SCIENCE

- a. Learning Resources are for use.
- b. Every reader has his / her Learning Resource.
- c. Every Learning Resource has its reader.
- d. Save the time of the reader.
- e. The Learning Resource Center is a growing organism.

II. LIBRARY HOURS

Monday to Saturday	-	9:00 am to 5.00 pm
Library Reading Hall Time	-	24 hours
Library Stock Circulation Time	-	9:00 am to 5.00 pm

III. LIBRARY COLLECTION

The Library has developed an excellent collection of Books, Reference books, National and International Journals, Research Reports, Summer Internship Projects, Industrial Project Reports, Mini-Project Reports, e-books, CDs and DVDs.

The number of Books and Journals to be added yearly in the Library for each division as per AICTE norms are as follows:

Number of Titles	: 50
Number of Volumes	: 500
Number of Journals	: 12
E-Journals	: EBSCO, J-Gate, IEEE
CD/DVD	: Desired

IV. LIBRARY INFRASTRUCTURE

The library is housed with various amenities as per AICTE norms.

1. Property Counter
2. Library OPAC
3. AutoLib Library Management System
4. Circulation Section/Counter
5. Reference Section
6. Reading Hall
7. Video Collection and Viewing Facility



8. Stack area and Books in all disciplines
9. Periodicals Section
10. New Arrivals Display
11. Newspapers
12. Light Reading Materials
13. Technical Reports
14. Reprographic Facility
15. Printer
16. Scanner
17. E-library /Digital Library
18. Wi-Fi Facility

V. AUTOLIB LIBRARY MANAGEMENT SYSTEM

The Library uses AutoLib Library Management System to automate various functions and services of the library. The software is in client-server mode where database and Web OPAC are installed on the server PC while the data entry program is installed on client PCs. The software provides OPAC interface to publish the library catalog online.

B) LIBRARY POLICY

The main purpose of this policy is to safeguard the library stack room / other learning resources and provide library facilities to the library members in efficient and effective manner. The various Policies of the Library are as follows:

I. LIBRARY MEMBERSHIP

- a. The library membership of the Institute is provided to anyone who is admitted / recruited in the Institute after completing the official formalities.
- b. The members are issued library / identity card for availing library facilities.
- c. The members are required to obtain clearance from at the time of leaving the Institute.

II. BORROWING PRIVILEGES

- a. The student members can borrow 2 Books for 15 days and 02 CDs for 2 days.
- b. All the faculty and staff members can borrow 10 Books for the semester and 2 Journals for one week.



III. USE OF REFERENCE BOOKS

Reference Books can be referred in the reading hall during library hours.

IV. OVERDUE BOOKS

- a. If the books are retained more than the due date, the library member are levied the fine Rs.1/- per book per day (subject to change as per the library committee decision).
- b. The Librarian shall send overdue notices to the members but shall not be held responsible for non-delivery, under whatever circumstances.

V. LOSS AND DAMAGE

Members shall be held responsible for learning resource borrowed. If the learning resource is lost / damaged, an immediate report should be made to the Librarian to enable appropriate action to be taken. A member is allowed to either replace the book lost / damaged by purchasing it himself or pay the appropriate amount for the latest edition of lost / damaged learning resource.

VI. OPEN ACCESS FACILITY

Open Accession facility is provided by the library where the learner can have free access to the resources and can also avail the OPAC facility where he/she can locate the books in a more user-friendly way.

VII. BOOK BANK

- a. Library members can avail the book bank facility by writing an application to the Librarian. The decision towards the same will be taken by Library committee in consultation with the Director.
- b. Book bank facility holder will be issued one set of books as per curriculum of the programme for each semester.
- c. Books shall be returned within two days after the semester end examination, otherwise a fine of Rs.10/- per day will be charged.



C) RESPONSIBILITIES OF THE LIBRARIAN

Academic librarianship is a people-focused role, requiring individuals to manage learning resources while keeping the library users' needs in mind. Duties vary considerably according to the size of library, but typically include:

1. Select, acquire, catalogue, classify and develop library resources.
2. Develop information access aids such as indexes and annotated bibliographies, web pages, electronic pathfinders, and on-line tutorials.
3. Plan and deliver learners-centered programs and services.
4. Compile lists of books, periodicals, articles, and audiovisual materials on particular subjects.
5. Assemble and arrange display materials.
6. Answer readers' enquiries
7. Compile lists of overdue materials, and notify borrowers that their materials are overdue.
8. Evaluate materials to determine outdated or unused items to be discarded through stock verification process.
9. Arrange for interlibrary loans and membership of other libraries of higher repute
10. Management of staff, including recruitment, training and/or supervisory duties
11. Liaison with departmental academic staff, external organizations and suppliers
12. Ensure that library services meet the needs of particular groups of users (eg staff, postgraduate students, disabled students)
13. Manage budgets and resources
14. Support independent research and learning
15. Assist readers to use computer equipment, conduct literature searches etc
16. Collect and organize books, pamphlets, manuscripts, and other materials in specific fields, such as rare books, genealogy, or music.
17. Develop library policies and procedures.
18. Promote the library's resources to users.

D) GENERAL RULES

All Library members must abide by following rules:

1. All library members have to mark their Time In and Time Out in the Library IN-OUT register.
2. Any learning resource borrowed must be returned on or before the due date.
3. Library membership Card/ID card is non transferable.
4. Library Transaction will not be done without ID Card.



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5. If the ID card is lost, member should report the same to the librarian and apply for a duplicate ID card by completing the required formalities.
6. Books marked as "Reference Copy" are to be used within the Reading Hall.
7. The members should bring the learning resources physically to the library for renewal.
8. Eatables are strictly prohibited in the Library.
9. Bags or any belongings are not allowed into stack room.
10. Librarian reserves the right to inspect the belongings of the library members, at any time.
11. Silence must be observed strictly in the Library.
12. Use of Mobile phone is strictly prohibited in the library premises.
13. Reservation of seats in reading hall is not permitted.
14. Learning resources will be issued as per policy only.
15. Librarian reserves the right to ask the members to leave the library provided found violating any rules.
16. The Library will not responsible for the loss or misplacement of personal belongings.
17. Library facility can be availed by the students and faculty members of other Academic institutes by applying through proper channel.
18. The Library Committee may amend the Library Rules and Regulations as and when required.

Note: This policy will be in effect from Academic year 2016-17.