

## **Information under Section 4 of RTI Act 2005**

### **Facilities Available From Library**

#### **1. Information Services**

<b>Information Services</b>			
1	Digital Library	2	Research & Reference Services
3	Remote Access(Off-Campus Library online access)	4	OPAC (online catalogue) and other Digital Catalogues
5	Current Awareness Services	6	Inter Library Loan Service
7	Document Delivery Service	8	Institutional Repository Service
9	Reprographic Services	10	Curriculum Support
11	Class Room Support	12	Information Literacy Programs
13	Faculty Publications Display	14	Newspaper Clipping Service
15	Children's library for IIMK Community	16	Know Your Library weekly Quiz
17	Indian languages collection		

#### **Categories of Documents Held Under the Control of the IIMK Library**

- |                           |                       |
|---------------------------|-----------------------|
| i) Books                  | v) Databases          |
| ii) E-Books               | vi) Videos            |
| iii) Journals (Print)     | vii) Periodicals      |
| iv) Journals (Electronic) | viii) Newspapers etc. |

### **Circulation Policy of IIMK**

#### **Library & Information Centre (LIC) Opening Hours**

<b>Days</b>	<b>Working Hours (circulation counter)</b>	<b>Reference Hours</b>
Monday to Saturday	9:00 AM to 5.30 PM	24 Hours
Sunday	Closed	24 Hours
Public Holidays	Closed	24 Hours

### **Access to LIC resources**

The Library and Information Centre (LIC) is a creative and strategic partner in the teaching, learning, and research activities of the Indian Institute of Management Kozhikode (IIMK). LIC continues to add value through its state-of-the-art collection and information services, backed by its vast and varied information resources. In addition, the LIC's web portal has become the gateway for all information and learning resources for the IIMK community.

IIMK LIC is fully computerised, and entire holdings can be accessed through the following link with shelf location.

<http://libraryopac.iimk.ac.in/>

### **The borrowing privileges for each category of members are given below**

Sl No.	Member Category	Books			Magazines**/ Journals**/ Children's books		
		Entitlement (No. of Books)	Loan Duration	Renewal	Entitlement	Loan Duration	Renewal
1	Faculty Members	50	90 days	3 Times*	3	14 days	2 time*
2	Staff Members	25	60 days	2 Times*	3	14 days	2 time*
3	PhD Students	25	60 days	2 Times*	3	14 days	2 time*
4	PG Students	15	30 days	2 Times*	3	14 days	2 time*
5	Family Card	10	14 days	2 Times*	5	14 days	2 time*

\* Subject to the reservation policy

\*\* Back issues only

### **Overdue charges**

Fine on overdue items will be charged at Rs 2.00 per day per item for all users.

### **Important Rules & Regulations**

1. Must carry the institute ID card while using LIC services..
2. Should maintain decorum, peace and silence inside the LIC.
3. Keep your personal belongings at the property counter.
4. All users are requested to keep their mobiles switched off or silent mode in the LIC.
5. Audible use of electronic gadgets are allowed only at designated areas.
6. Food, drinks and smoking are strictly restricted inside the LIC.
7. Any violation may lead to strict disciplinary action.

## **General Rules**

- \* At all times, LIC users will respect prevailing IPR/copyright rules for any LIC material issued to or downloaded by them. Only up to 10% of a document or one chapter or one article can be photocopied at any given point. Photocopying of any document cover to cover is prohibited. Users must not install, download, copy, or distribute copyrighted materials without the written permission of the Librarian.
- LIC resources such as books, journals, and electronic materials, etc., are costly and are often rare. They are for the benefit of the present and the future members of the LIC. Therefore, Readers should not deface, mark, cut, mutilate or damage LIC resources in any way. If anyone is found doing so, he/she will be charged the total replacement cost of the resource. Reading material borrowed from the LIC should be protected from Rain, Dust, Insects, etc.
- Before leaving the issue counter, members should consider whether the LIC material lent to them is in good condition or not. If not, they should immediately bring the matter to the knowledge of the LIC staff at the issue counter; otherwise, they are responsible for replacing the material or paying such compensation as per the LIC policy.
- Books removed from the shelves by students should be kept on the table nearest to them if not required for reference. Please do not try to shelve them yourself.
- The newspaper(s) should be folded properly after reading and kept back in the newspaper rack.
- As the LIC is a place of self-study and research, members should maintain an atmosphere of dignity, peace and silence within the LIC premises.
- Users are not allowed to borrow books on behalf of other users.
- No visitor or guest is permitted to use the LIC without the prior permission of the Librarian.
- Book search stations (OPAC) are meant for searching the resources subscribed/purchased by LIC. Accessing personal emails, Facebook, chatting etc., are not allowed.
- No photograph of the LIC shall be taken without the prior permission of the Librarian.
- All the LIC users are advised to enter the LIC premises in a decent dress.
- Members should keep the LIC informed of any change of address during the period of their membership.
- Suggestions regarding the purchase of books/other materials, subscriptions, improvement of LIC services, feedback etc., may be sent at [library@iimk.ac.in](mailto:library@iimk.ac.in)

The Librarian reserve the rights to cancel the membership and refuse admission to anyone who violates the rules and regulations of the LIC or indulges in any other type of misconduct.

### **Lending rules**

- Reference titles will not be issued to any user. However, the Librarian may consider issuing select titles to faculty members. Case to cases.
- The LIC account holder's family members and authorised person can borrow books from the LIC based on the authorisation email/letter from the account holder. However, the registered user will be responsible for all such transactions.
- Books may be renewed up to 3 times for faculty and 2 times for all other users provided there is no reservation against such titles.
- For books/other reading material, the borrowers should present the same along with their Identity card to the staff at the circulation counter.
- The 'Issue Transaction Slip' should be handed over to the attendant/security at the checkpoint/exit before taking the issued books out of the LIC premises.
- Books should be brought physically for return and renewals.
- The borrower is fully responsible for the books/any other material borrowed in his/her account. Hence, members are advised not sub-lend the materials borrowed from the LIC.
- A document may be recalled in exceptional cases before the due date if required urgently in the LIC. Failure to respond promptly to such requests may lead to suspension of LIC privileges.
- Suppose the borrower fails to return the book(s) within a reasonable time of its due date, as indicated in the recall notice; in that case, the borrower is liable to pay the cost of the book and other applicable charges.
- For the issue of new arrivals, priority will be given to the member who recommended the book.
- Members proceeding on extended leave or leaving the station for any other purpose exceeding one month should return the documents borrowed by him/her before leaving the Institute.
- Reference books and CD ROMS can be borrowed overnight by depositing his/her ID card. However, these items have to be returned to LIC the next day before noon. Any user who fails to return will not be allowed to borrow such reference items in future.
- Limit on children books borrowing (maximum of three books per user).

### **Reservation**

Books (that are issued to other members) can be reserved through the LIC OPAC. On receipt of the reserved books, the member will be communicated about their availability in the LIC. The member should collect such titles within 24 hours of the above communication from the LIC. The reservation lapses automatically after 24 hours, and the next person on the list of reservations gets priority. As per faculty requirements library will maintain the requested curriculum books under reserve sequence for a limited period.

### **Inter Library Loan (ILL)**

As the LIC has a robust ILL facility in place, members may approach the LIC staff to avail this service. Members who wish to use the libraries of other IIMs, IITs, Universities etc., may approach the Library to facilitate the same.

### **Photocopy facilities**

Members may get photocopies of select chapters/portion of non-issuable resources as per the prevailing copyright act. This service is on payment of prescribed charges as per prevailing rates.

### **Recovery of Books Lost by Members**

When an item is reported (in writing) to the LIC as lost/misplaced by the borrower, the overdue charges are not levied from the date of the report until the same is replaced. However, if the member fails to resolve the issue within two months from reporting the loss, applicable rules relating to the penalty/ overdue charges will apply.

If a book or any of the above material is lost or mutilated beyond usable condition, the following rules will apply. The book or any of the above material has to be replaced with the latest edition of that material and an additional charge of Rs.100/- towards RFID tag/administrative cost.

Pay the cost of the latest edition of the book or any other reading material along with an additional charge of Rs.100/- towards RFID tag/administrative cost.

If the book/any other material is out of print or found to be of rare value, then three times the cost of the book has to be paid by the member along with an additional charge of Rs.100/- towards RFID tag/administrative fee.

When an item or other material belonging to a set is lost, the borrower is expected to replace the lost volume/issue with the same ISBN /edition or replace the entire collection at their own cost along with an additional charge of Rs.100/- per volume towards RFID tag/ administrative cost.

### **Library Visitors from outside**

Visitors are allowed from Monday to Friday and the timing will be 9.30 AM to 5 PM, except for the exceptional cases approved by the Librarian.

### **External membership**

The LIC will grant external membership for an academic institution, researchers, corporates, etc. For more details, kindly refer to External membership link.

### **No Dues Certificate**

All employees, students and other members who leave the Institute must obtain a No Dues Certificate from Librarian.

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