



Since 1994

**Marathwada MitraMandal's  
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING  
(IMERT), Pune**

**S. No. 18, Plot No. 5/3, CT5 No. 205, Behind Vandevi Temple, Karvenagar, Pune – 411052**



## **LIBRARY POLICY**

### **Objective**

- ❖ The Library Policy's main goal is to give the Institute a thorough framework for managing and using its library resources. By easy access to a variety of information resources, creating an atmosphere that is favourable to learning and research and encouraging the efficient use of library services and resources, this policy seeks to promote the institute's educational goal.

### **Scope**

- ❖ All users of the library, including faculties, students and non-teaching staff are subject to this policy. It includes the purchasing, distributing, and upkeep of library materials in addition to the behaviour and obligations of library users.

### **Lending Policy of Library-**

- ❖ Reference reading materials include reference books, Journals & periodicals, question paper sets, syllabus etc are available for study in reading room only.
- ❖ Teaching Faculty members are entitle to borrow maximum 10 books for 03 months.
- ❖ Non-teaching staff members are entitle to borrow maximum 05 books for 01 month.
- ❖ Books are issued for home reading to students. Student is allowed to issue 05 books for 15 days.

### **Issuing Procedure-**

- ❖ Readers must produce identity card while issuing the books from library.
- ❖ Books once issued, should not be brought inside the stacking area of the library.
- ❖ Readers' should check the reading materials like books and periodicals thoroughly for missing pages, chapters, pictures while borrowing the reading material and if found such material report immediately.
- ❖ No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by borrower.

### **Reissue Policy-**

- ❖ Students can reissue the library books of same title, same publisher and same author for two times.
- ❖ Books can be reissued of same title, same publisher and same author only there is no demand from other users.



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### **Fine Policy-**

- ❖ The user should return books on or before the due date.
- ❖ If book is not returned on the due date, students need to pay the overdue charges as per the rules.
- ❖ Fine for overdue library resources is Rs.5/-per day per book.
- ❖ Students will get receipt for fine from accounts department after payment of fine.

### **Lost materials/Replacement Policy-**

- ❖ Users are responsible for the replacement of lost library resources.
- ❖ If the book is lost by user, it should be replaced with new and latest edition of similar book.
- ❖ Overdue fine amount if any on lost materials, will be charged till the lost reading material is submitted to library.

### **Library Usage Policy-**

- ❖ Readers are requested to maintain silence in the library area and reading room.
- ❖ While entering in the library, readers should make an entry in the Entry register of the library.
- ❖ Before utilization of Digital Library every student and staff need to make an entry in the Digital Library Entry Register.
- ❖ Readers should not carry any book, bag and notes etc. while entering in the stacking area of the library.
- ❖ Digital library facility is available for all students and faculties.
- ❖ Playing games, chatting, downloading any pictures/songs, videos & misuse of internet is not allowed.